

California State University, Long Beach  
**General Education Action Request**

Instructions: Complete and submit all pages

**I. Course Identification**

Dept. Prefix and Course Number: _____	Official Course Title: _____
Course Cross Listed: <input type="checkbox"/> Yes <input type="checkbox"/> No	College: _____ Dept. Prefix & Course Number: _____

**II. Course Coordinator**

Faculty member(s) responsible for this course and this report: _____
Phone: _____ Email: _____

**III. Course History**

Frequency of offering during past three years: <input type="checkbox"/> Every semester <input type="checkbox"/> Once a year      Other (describe) _____
Number of sections per offering _____      Number of instructors teaching the course _____

**IV. Catalog Description** (including prerequisites) If existing course, provide photocopy from catalog. If changes have occurred since catalog publication, attach signed Course Change Form.

**V. Requested GE Categories**

Check "Add" if new to category; "Delete" if removing from category; "Continue" if PREVIOUSLY APPROVED BY GEGC, and there are no substantial changes.

<table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;"><u>Add</u></th> <th style="text-align: left;"><u>Delete</u></th> <th style="text-align: left;"><u>Continue</u></th> <th style="text-align: left;"><b>Foundations:</b></th> </tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Written Communication (A.1)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Oral Communication (A.2)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Critical Thinking (A.3)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Mathematics/Quant. 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## VI. Essential GE Skills

Regardless of GE Category, each course must address GE Essential Skills. These are the GE Skills used for assessment in departmental progress reports. For more clarification on each skill, please see the description of the [Essential GE Skills](#) and their associated learning outcomes.

### Level of emphasis in this course:

Using the list below, check the box indicating the extent to which each skill is addressed in this course. For the primary level of emphasis, there should be a **minimum of two (2) skills, but no more than three (3) identified**. Depending on the GE approval requested, some GE Essential Skills will be pre-determined for the primary level of emphasis, please consult the [Essential GE Skills](#) table for assistance. We also ask you to identify skills that are a secondary level of emphasis (these skills are addressed in the course, but are not the primary emphasis). **Please leave blank any skills that are not a primary or secondary emphasis**. Please keep in mind that the ratings below determine the assessment in your departmental annual report on assessment and program self-study.

<u>Primary</u>	<u>Secondary</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Written Communication
<input type="checkbox"/>	<input type="checkbox"/>	Oral Communication
<input type="checkbox"/>	<input type="checkbox"/>	Critical Thinking
<input type="checkbox"/>	<input type="checkbox"/>	Quantitative Reasoning
<input type="checkbox"/>	<input type="checkbox"/>	Information Literacy
<input type="checkbox"/>	<input type="checkbox"/>	Teamwork
<input type="checkbox"/>	<input type="checkbox"/>	Inquiry and Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Intercultural Knowledge
<input type="checkbox"/>	<input type="checkbox"/>	Ethical Reasoning
<input type="checkbox"/>	<input type="checkbox"/>	Creativity and Discovery
<input type="checkbox"/>	<input type="checkbox"/>	Foundation & Skills for Lifelong Learning
<input type="checkbox"/>	<input type="checkbox"/>	Interdisciplinary Learning
<input type="checkbox"/>	<input type="checkbox"/>	Social Responsibility and Civic Engagement
<input type="checkbox"/>	<input type="checkbox"/>	Problem Solving
<input type="checkbox"/>	<input type="checkbox"/>	Global Learning

**VII. All General Education Action Request (GEAR) forms must include the Standard Course Outline.**

**VIII. Department and College Review of GE Courses**

The GEGC recommends that Department and College Curriculum Committees review proposed GE courses in the context of the Department's and College's GE Course Inventory. New GE courses should fill a demonstrated curricular need, be viable and sustainable, as well as meet the GE Essential Skills and Student Learning Outcomes. Courses not meeting these expectations should be reconsidered.

**IX. Required Signatures**

By signing below, the department chair, college curriculum committee chair, and the college dean/associate dean verify that they have reviewed this action request and its supplemental materials for completeness, and attest to the appropriateness of the requested action.

Chair, Department of _____	Date: _____
PRINT NAME: _____	SIGN NAME: _____

Chair, Curriculum Committee: College of _____	Date: _____
PRINT NAME: _____	SIGN NAME: _____

(Assoc.) Dean, College of _____	Date: _____
PRINT NAME: _____	SIGN NAME: _____

*Revised 4/15/2015*