**Liberal Learning Program Council**

**Approval Process for Liberal Learning Designations (March 1, 2010)**

**Courses with the following prefixes will automatically count for Liberal learning credit as indicated (and such ‘counting’ will be retroactive):**

**Domains:**

ANT (Anthropology—BSCP

CSC (Computer Science) QR

ECO (Economics)—BSCP

POL (Political Science)—BSCP

PSY (Psychology)—BSCP

SOC (Sociology)—BSCP

AAH (Art History)—LVPA

CMP (Comparative Literature)—LVPA

LIT (Literature)—LVPA

VPA (Visual and Performing Arts)—LVPA

BIO (Biology)—NS

CHE (Chemistry)—NS

PHY (Physics, et. al)—NS

SCI (Interdisciplinary Science)—NS

MAT (Mathematics)—QR

STA (Statistics)—QR

HIS (History)—SCHP

PHL (Philosophy)—WVWK

REL (Religion)—WVWK

**Civic Responsibilities:**

AAS (African American Studies)—Race and Ethnicity

INB (International Business)—Global

INT (International Studies)—Global

WGS (Women’s and Gender Studies)—Gender

**Key:**

BSCP Behavioral, Social, and Cultural Perspectives

LVPA Literary, Visual, and Performing Arts

NS Natural Science

QR Quantitative Reasoning

SCHP Social Change in Historical Perspectives

WVWK World Views and Ways of Knowing

**This policy does not affect courses already approved for any existing categories, nor does it preclude requests for approvals in all categories for courses with any prefixes. However, such proposals must be submitted in accordance with existing course approval policies, which follow below:**

1. **Cover document, written rationale, and syllabus:** The Liberal Learning Program Council will request and examine the course Cover Document and Syllabus in cases where a department, school, or program is not aligned with a liberal learning category as indicated above. The course Cover Document must include a written rationale detailing how the course satisfies the requested designation’s goals and outcomes (as outlined in the College’s liberal learning documents). Submit all materials to the LLPC Chair (AY 2014-2015 Nelson Rodriguez nrodrigu@tcnj.edu). The **Check List** provided below should be used as a guide.
2. **Advisory procedures:** During the approval or appeal process the Council may seek advice and recommendations from stakeholders, experts, or advisory panels.
3. **Decisions:** The Council will provide written notification of its decisions, including details of the grounds on which decisions were based, to all relevant parties.
4. **Appeals:** Decisions on liberal learning designations may be appealed by contacting the Council and submitting a written argument that the course in question does or does not effectively address the relevant designation’s goals and outcomes. Appeals may be filed by those whose courses have been turned down for liberal learning designation or they may be filed by other members of the College community who believe a course has been erroneously granted a liberal learning designation.
5. **Review:** The Liberal Learning Program Council will provide for periodic review and assessment of all courses, programs, and equivalent experiences granted liberal learning designation to assure that they continue to satisfy the relevant learning goals and outcomes.

**Checklist for Courses Seeking Liberal Learning Designations**

1. Liberal Learning Category (please indicate on your Cover Sheet)

Domain (must indicate one):

Literary, Visual, and Performing Arts

World Views and Ways of Knowing

Behavioral, Social, and Cultural Perspectives

Social Change in Historical Perspectives

Quantitative Reasoning

Natural Science (indicate if the course has a full laboratory experience)

Civic Responsibilities (may indicate none, one, or two):

Race and Ethnicity

Gender

Global

Community Engaged Learning

1. In narrative form, please provide a rationale indicating how specific learning activities on the syllabus help students realize the particular Liberal Learning goals and outcomes for the category or categories indicated above (please include as part of your cover sheet). The most effective format is to use the appropriate Liberal Learning outcomes as headings, and under each heading (learning outcome), describe specifically how the course meets the outcome.  It is not sufficient to simply state that an outcome will be discussed or covered. Instead, link the specific material (e.g., readings, lectures) and assessments or assignments (e.g., exams, projects, presentations) to the learning outcome, with the goal of making a case that the course achieves all of the learning outcomes for the requested requirement.
2. Provide a full syllabus for the course including all required and recommended readings and all written assignments. The LLPC recommends that the Liberal Learning outcomes be listed on the syllabus.
3. Provide full citations for all course readings.
4. For courses offered in languages other than English, provide translations where applicable.
5. Include documentation of course approval by the school (or department if there are instances where courses do not need approval by school curriculum committees). For existing courses, requests for liberal learning designations must come with explicit departmental or program approval.