

## CGEIP Reviewer Guide for Evaluating General Education Courses

**THIS IS A GUIDE TO AID IN THE APPLICATION REVIEW PROCESS FOR CGEIP MEMBERS:**

Once you have completed this guide and write a summary evaluation go to the online application and click on the View Proposals link. Then click on the course you have evaluated and paste the summary evaluation into the comments box at the bottom of the application and submit it. Then email this Reviewer Guide to the CGEIP chair ([JoshuaJSmith@missouristate.edu](mailto:JoshuaJSmith@missouristate.edu)) and Sandra Arthur ([SArthur@missouristate.edu](mailto:SArthur@missouristate.edu)) to record the detailed reviewer comments.

CGEIP reviewer: \_\_\_\_\_

Course: \_\_\_\_\_

Are there any pre-requisites for this course: \_\_\_ Yes \_\_\_ No

If YES, what are they: \_\_\_\_\_

Is this currently in the MSU General Education Curriculum? \_\_\_ Yes \_\_\_ No

If YES, does it have the same course title and description: \_\_\_\_\_

If YES, have they included an attachment of their Last CGEIP Review material? \_\_\_ Yes \_\_\_ No

If YES, have they included an attachment of the Last CGEIP Reviewers' Subcommittee Comments? \_\_\_ Yes \_\_\_ No

If this is a current MSU General Education Course, what was the review score and highlight some of the main points from the subcommittee comments?

Is it understood from the brief description of the course how it fits within the category it is being proposed through its alignment with the General Goals requirements?

Is there a representative syllabus attached? \_\_\_ Yes \_\_\_ No

Does the Syllabus contain a policy statement clearly articulating the General Education Goals (GG) and Specific Learning Outcomes (SLOs) to the course for the students? \_\_\_ Yes \_\_\_ No

If NO, What is missing in the syllabus?

Are the SLOs clearly articulated and incorporated within the goals of the course? \_\_\_ Yes \_\_\_ No

If NO, What is missing in the syllabus?

Can the assessment tools that have been selected within the application be identified within the scope of the syllabus? \_\_\_\_ Yes \_\_\_\_ No  
If NO, What SLO assessment items are not present?

Does it appear that the SLOs selected will be assessable? \_\_\_\_ Yes \_\_\_\_ No  
If NO, Which ones and why might they not look assessable in this course?

Does the course have a plan for who will collect, analyze, and share the assessment results with others that teach the course? \_\_\_\_ Yes \_\_\_\_ No  
If NO, What is missing in their assessment plan?

Have they selected someone to be the course coordinator that is responsible for assessing the GGs and SLOs?  
\_\_\_\_ Yes \_\_\_\_ No  
If Yes, have they completed the General Education Assessment Training? \_\_\_\_ Yes \_\_\_\_ No  
If NO, Have they explained how they will be managing the responsibility of this process?

Do they have methods describing their pedagogy for promoting student success? \_\_\_\_ Yes \_\_\_\_ No  
If YES, What are some of the ways that they are doing this?

What is the proposed Enrollment of students in this course?  
Fall: \_\_\_\_\_  
Spring: \_\_\_\_\_  
Summer: \_\_\_\_\_

Does the department have the resources to sustain the proposed enrollment in the course? \_\_\_\_ Yes \_\_\_\_ No  
If NO, Is the course currently a course taught in that department and does it appear that it will have the resources to be taught at the proposed enrollment of students?

**OTHER CONSIDERATIONS** (these can be highlighted in your comments if they exist):

Are there a variety of modalities in which this course will be offered? \_\_\_\_ Yes \_\_\_\_ No

If YES, What are those modalities?

Does this course have any High Impact Educational Experiences (HIEEs) within its content? \_\_\_\_ Yes \_\_\_\_ No

If Yes, What are those HIEEs?

**SUMMARY EVALUATION:**

Please write a summary evaluation using the comments made above that will then be pasted into the online application form and used during the CGEIP meeting when considering the course's entrance into the Revised General Education Structure (this must not exceed 4000 characters).