**General Education Course Review**

**with the Expedited Mile Marker Format**

Please use this template for courses that use a mile marker assignment for assessing the general education competencies. You must have approval from the Undergraduate Affairs Committee to use this form.

All information may be compiled in this document and submitted as a single PDF (except where noted). You can expand sections below as needed to accommodate the information for your course.

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| **Part I: Affirmation of Eligibility Statement** |

**Affirmation of Eligibility Statement:** I have received permission to complete an expedited dossier, and I affirm that the statements below are true:

* This course uses a mile marker assignment.
* This course received approval in its most recent review without any notes requesting follow-up at the next review.
* The learning outcomes for this course have not changed substantially since its most recent review.
* This course has not undergone any substantial changes since its most recent review.

**Name of course coordinator/faculty:**

**Signature of course coordinator/faculty confirming that the affirmation statement above is true**:

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| **Part II: Introduction** |

**Course number**

**Course title**

**General education domain**

*(Courses are approved to offer credit in only one general education domain. This review verifies that students are learning the statewide competencies defined for that domain.)*

**Department, school, and campus offering this course**

**Official course description from CARMIn or SIS**

**Summary of course**

*(Explain the context of the course within the department or any curricula for which it is a requirement and include a general overview of the majors and levels of students who typically enroll.)*

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| **Part III: Enrollment and DFW Information** |

Provide the *enrollment and data for DWFs in Appendix A for the past five years*. The information for your course may be found in the spreadsheet provided by IU Institutional Analytics. Please note that Fs should also include FNs and FNNs.

Please discuss the patterns you perceive in these data. In addition, please discuss what plans are underway or have already been implemented in an effort to and/or have supported increased percentages of enrolled students earning a C– or greater. (The latter is particularly important for courses that regularly have—or previously had before these interventions—DFW rates near or above 20%.)

*(Consider discussing how teaching best practices have been incorporated. See Appendix B for a more complete list, including midsemester student check-ins, use of the Student Engagement Roster, and TILTing assignments. You may also want to consider Withdrawn students (W) separately from students receiving Ds or Fs.)*

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| **Part IV: Mile Marker Assignment, Learning Outcomes, and Assurance of Learning** |

**Syllabus**

Add a copy of the course syllabus to this document as an appendix or add to the supporting documents folder. If different sections of the course use substantially different syllabi, please include one of each type.

*Note: The syllabus should include course and general education learning outcomes and should make clear to students how the course develops their general education learning. The syllabus should also make clear how course learning outcomes link to the Profiles of Learning for Undergraduate Success.*

**Explanation of the mile marker assignment**

Explain the mile marker assignment used in this course and how it develops the general education competencies and links to one or more of the Profiles of Learning for Undergraduate Success. Please include an explanation of how the assignment is assessed with attention to general education learning.

**Alignment form**

The course’s previous alignment form is in your course folder. If there are any changes in this alignment form, please make updates. Place either the previous alignment form (if unchanged) or a revised form into the supporting documents folder.

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| **Part V: Reflection and Student Responses** |

**Reflection prompt**

Provide the reflection prompt used in this course.

**Student learning**

What do student responses indicate about progress toward the general education competencies and Profiles of Learning for Undergraduate Success?

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| **Part VI: Improvement** |

**Course improvement**

Describe the plans and methods of developing plans for ongoing development of the course. Consider information in sections II, III, and IV above. Based on analysis of student work and reflections, what plans are underway to improve the general education learning and advancement toward the Profiles in the course?

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| **Part VII: Certification** |

Provide the required signatures below.

**Department chair or director**

I certify that the course dossier correctly represents the content and execution of the course described to the extent possible, and I request that the course continue to be an approved course for general education.

Signature:

Printed name:

Title:

Date:

**Dean or dean’s designee**

I certify that the course dossier correctly represents the content and execution of the course described to the extent possible, and I request that the course continue to be an approved course for general education.

Signature:

Printed name:

Title:

Date:

**Appendix A**

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| **Semester** | **# of sections** | **Average size per section** | **Overall DFW rate** | **DFWI Rate**  **Black/African American** | **DFWI Rate**  **Hispanic/**  **Latinx** | **DFWI Rate**  **Two or More Races** |
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**Appendix B**

**Teaching Best Practices**

* The course is actively coordinated such that all sections are delivered with adequate fidelity to the department’s priorities.
* Course materials are designed to represent the diversity of the human experience such that all students have opportunity to see themselves positively represented at some point in the course.
* The syllabus:
  + Includes welcoming, you-framed language with transparent guidance on how to succeed in the course.
  + Includes understandable information about durable/transferable skills gained in the course (that is, conveys relevance and connections to postgraduate readiness).
  + Communicates in a positive way growth mindset by emphasizing that consistent effort and asking for help promote good relationships, learning, and success.
* Class attendance is recorded and incentivized in some way (even if only informally rather than with formal grading).
* Universal design for accessibility is incorporated into the course (for example, consistently presenting material both visually and verbally, displaying captioning on all videos shown, ensuring font size on slides and handouts is sufficiently large and with enough color contrast to be seen easily).
* Active learning approaches are regularly utilized in the classroom, such as group problem-solving, think-pair-share, interactive response technologies (e.g., TopHat, Kahoot!, or Mentimeter), or class wrapper questions/reflections.
* Two or more assignments in the course follow the Transparency in Learning and Teaching (TILT) model to promote equity for first-generation and otherwise marginalized students.
* Students are actively connected to peer mentors either within the course or through referral to appropriate resources on campus.
* Wherever possible, lower-stakes graded assignments promoting mastery precede higher-stakes assignments or exams.
* Wherever possible, assignments are submitted by students via dated Canvas Assignments to allow for Canvas Activity data to be generated and accessed by appropriate staff for outreach.
* Students are provided study materials that allow them to practice in the same way they will be assessed (e.g., self-quizzing).
* The campus early alert system (Student Engagement Roster) is used in all sections of the course within the first six weeks of each semester to provide progress feedback to students and to trigger interventions by appropriate staff.
* Students in all sections are given opportunity to provide anonymous midsemester feedback on the course, which is then reviewed and responded to by the instructor within two weeks of collection.
* Any online sections of the course incorporate the above wherever possible.
* Any online sections of the course meet Quality Matters standards for high-quality online course delivery.