Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Develop intellectual and practical **skills**, including proficiency in written, oral, and visual communication; inquiry techniques; critical and creative thinking; quantitative applications; information assessment; teamwork; and problem-solving.

> **Student Learning Outcome #1.** Write texts, in various forms, with an identified purpose, that respond to specific audience needs, incorporate research or existing knowledge, and use applicable documentation and appropriate conventions of format and structure.

	Yes	No	If no, how is it unclear?
Does the course proposal clearly address Learning Outcome #1?			
Is the teaching of writing clearly the *main* purpose of the course?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to (all of the following):			
write multiple texts?			
in various forms?			
respond to specific audience needs?			
incorporate research or existing knowledge?			
use applicable documentation and appropriate conventions of format and structure?			
Does the course clearly provide opportunities for students to receive ongoing and constructive feedback on their writing?			
Does the course clearly provide students with opportunities to revise their writing so that they can learn how to make increasingly sophisticated and informed choices in their writing?			
Does the proposed course clearly provide students with opportunities to reflect on their writing and how to assess writing?			
Does the course meet the expectations for certification for Outcome #1? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Develop intellectual and practical **skills**, including proficiency in written, oral, and visual communication; inquiry techniques; critical and creative thinking; quantitative applications; information assessment; teamwork; and problem-solving.

Student Learning Outcome #2. Demonstrate communication competence in one or more of the following ways: (a) by making oral presentations with supporting materials, (b) by leading and participating in problem-solving teams, (c) by employing a repertoire of communication skills for developing and maintaining professional and personal relationships, or (d) by creating and interpreting visual information.

	Yes	No	If no, how is it unclear?
Does the course proposal clearly address Learning Outcome #2?			
Is the teaching of communication competence clearly the *main* purpose of the course?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to (one or more of the following):			
make oral presentations with supporting materials?			
lead and participate in problem-solving teams?			
employ a repertoire of communication skills for developing and maintaining professional and personal relationships?			
create and interpret visual information?			
Does the proposed course clearly provide students with opportunities to develop the skills necessary for successful achievement of Outcome #2?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #2?			
Does the course meet the expectations for certification for Outcome #2? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Develop intellectual and practical **skills**, including proficiency in written, oral, and visual communication; inquiry techniques; critical and creative thinking; quantitative applications; information assessment; teamwork; and problem-solving.

Student Learning Outcome #3. Use mathematical, computational, statistical, or formal reasoning (including reasoning based on principles of logic) to solve problems, draw inferences, and determine reasonableness.

	Yes	No	If no, how is it unclear?
Does the course proposal clearly address Learning Outcome #3?			
Is the teaching of mathematical, computational, statistical, or formal reasoning clearly the *main* purpose of the course rather than simply using them as tools for learning?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to (all of the following):			
solve problems?			
draw inferences?			
determine reasonableness?			
Does the proposed course clearly provide students with opportunities to develop the skills necessary for successful achievement of Outcome #3?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #3?			
Does the course meet the expectations for certification for Outcome #3? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Build **knowledge** of diverse peoples and cultures and of the natural and physical world through the study of mathematics, sciences and technologies, histories, humanities, arts, social sciences, and human diversity.

Student Learning Outcome #4. Use scientific methods and knowledge of the natural and physical world to address problems through inquiry, interpretation, analysis, and the making of inferences from data, to determine whether conclusions or solutions are reasonable.

	Yes	No	If no, how is it unclear?
Is it clear that the proposed course has the purpose of using scientific methods and knowledge of the natural and physical world to address problems?			
To address problems through inquiry, interpretation, analysis, and the making of inferences from data, to determine whether conclusions or solutions are reasonable?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to develop knowledge necessary for successful achievement of Outcome #4?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #4?			
Does the course meet the expectations for certification for Outcome #4? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Build **knowledge** of diverse peoples and cultures and of the natural and physical world through the study of mathematics, sciences and technologies, histories, humanities, arts, social sciences, and human diversity.

Student Learning Outcome #5. Use knowledge, historical perspectives, analysis, interpretation, critical evaluation, and the standards of evidence appropriate to the humanities to address problems and issues.*

*The phrase "appropriate to the humanities" is intended to acknowledge that in some humanities courses not every item listed above is appropriate.

	Yes	No	If no, how is it unclear?
Is it clear that the proposed course in the humanities has the purpose of using knowledge, historical perspectives, analysis, interpretation, critical evaluation, and standards of evidence (as deemed appropriate by the hosting department/unit)?			
To address problems and issues?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to develop knowledge necessary for successful achievement of Outcome #5?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #5?			
Does the course meet the expectations for certification for Outcome #5? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Build **knowledge** of diverse peoples and cultures and of the natural and physical world through the study of mathematics, sciences and technologies, histories, humanities, arts, social sciences, and human diversity.

Student Learning Outcome #6. Use knowledge, theories, methods, and historical perspectives appropriate to the social sciences to understand and evaluate human behavior.*

*The phrase "appropriate to the social sciences" is intended to acknowledge that in some social science courses not every item listed above is appropriate.

	Yes	No	If no, how is it unclear?
Is it clear that the proposed course in the social sciences has the purpose of using knowledge, theories, methods, and historical perspectives (as deemed appropriate by the hosting department/unit)?			
To understand and evaluate human behavior?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to develop knowledge necessary for successful achievement of Outcome #6?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #6?			
Does the course meet the expectations for certification for Outcome #6? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Build **knowledge** of diverse peoples and cultures and of the natural and physical world through the study of mathematics, sciences and technologies, histories, humanities, arts, social sciences, and human diversity.

Student Learning Outcome #7. Use knowledge, theories, or methods appropriate to the arts to understand their context and significance.

	Yes	No	If no, how is it unclear?
Is it clear that the proposed course in the arts has the purpose of using knowledge, theories, or methods?			
To understand context and significance?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to develop knowledge necessary for successful achievement of Outcome #7?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #7?			
Does the course meet the expectations for certification for Outcome #7? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Exercise individual and social **responsibilities** through the study of ethical principles and reasoning, application of civic knowledge, interaction with diverse cultures, and engagement with global issues.

> **Student Learning Outcome #8.** Explain ethical principles, civics, and stewardship, and their importance to society.

	Yes	No	If no, how is it unclear?
Is it clear that the proposed course has the purpose of explaining (all of the following):			
ethical principles?			
civics?			
stewardship?			
and their importance to society?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to develop knowledge necessary for successful achievement of Outcome #8?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #8?			
Does the course meet the expectations for certification for Outcome #8? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Global Awareness, and Human Diversity? (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Exercise individual and social **responsibilities** through the study of ethical principles and reasoning, application of civic knowledge, interaction with diverse cultures, and engagement with global issues.

> **Student Learning Outcome #9.** Exhibit global awareness or knowledge of human diversity through analysis of an issue.

	Yes	No	If no, how is it unclear?
Is it clear that the proposed course has the purpose of exhibiting global awareness or knowledge of human diversity?			
Through analysis of an issue?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to develop knowledge necessary for successful achievement of Outcome #9?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #9?			
Does the course meet the expectations for certification for Outcome #9? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, and Social Responsibility (If so, please identify.)			

Guidelines for Review of ACE Course Certification Requests

Institutional Objective. Integrate these abilities and capacities, adapting them to new settings, questions, and responsibilities.

Student Learning Outcome #10. Generate a creative or scholarly product that requires broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation, and reflection.

	Yes	No	If no, how is it unclear?
Is it clear that the proposed course has the purpose of generating a scholarly product and how the product is important to the discipline?			
Requiring broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation, and reflection?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to develop the skills/knowledge necessary for successful achievement of Outcome #10?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #10?			
Does the course meet the expectations for certification for Outcome #10? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			