*April 2023*

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| * The Liberal Education Subcommittee will accept Liberal Education course proposals from November 1 through February 1 to review courses for inclusion in the following year’s course catalog. Please consult your college and department for internal course review deadlines so that course proposals forms are in the Academic Affairs Office no later than February 1. Note: If the course is new, the department must also submit the separate New Course Proposal Form through the college’s curriculum review and approval process prior to submission to Academic Affairs (details, dates, form: <https://evcaa.d.umn.edu/curriculum-management/course-proposal-processes>).
* All course proposal form approvals may be submitted through email or as an attachment. Signatures may be provided on the form or with approval documented within the email message.
* Departments and colleges may involve curriculum committees as advisory in their review procedures. The campus Liberal Education Subcommittee reviews all Liberal Education course proposals for Academic Affairs.

**Category Description**Courses approved for Oral Communication will have as their primary focus the development of the knowledge and skill sets necessary for effective oral communication. Courses approved for liberal education credit in Languages will develop students’ communicative skills and/or language competence in languages other than English.SLO 1: Students formulate organized, clear and informative messages.SLO 2: Students formulate effective messages appropriate to audience, medium and contexts.SLO 3: Students apply effective verbal and nonverbal concepts of communication in message delivery. |
|  | Name (print) | Signature | Date |
| Department Head/Designee |  |  |  |
| Dean/Designee |  |  |  |
| EVCAA/Designee |  |  |  |
|  |  |  |  |
| Course Effective Term |  |
| Faculty Contact |  |
| Course Designator |  |
| [Catalog Number](http://www.dumn.edu/vcaa/Coursenumbering.html)  |  |
| Course Title  |  |
| Number of Credits |  |
| Course Description*(Must match approved course or course proposal description)* |  |
| Has this course been approved by Academic Affairs? |  |
| Course pre-requisites |  |
| How often will the course be offered? (every year, every other year) |  |
| **Category Criteria**Courses accepted into the category must clearly demonstrate how they meet the category's criteria for either the Oral Communication or the Languages subcategories. In the descriptions you provide for the selected subcategory, please include specific examples to help illustrate how the course will substantially address the criteria. *100 word minimum for each item response*. |
| **Oral Communication course only** |
| Describe how the course will examine the processes necessary to develop and arrange message content.[response required for Oral Communication course] |
| Describe how the course will emphasize the need to craft and adapt messages to particular audiences and situations.[response required for Oral Communication course] |
| Describe how the course will present the fundaments of appropriate language and effective style.[response required for Oral Communication course] |
| Describe how the course will analyze ways in which delivery is enhanced or inhibited by both verbal and non-verbal forms of communication.[response required for Oral Communication course] |
| Describe how the course will emphasize practical exercise and individual presentation that require students to understand and apply the above skills sets in verbal and non-verbal communication.[response required for Oral Communication course] |
| **Language course only** |
| Describe how the course will develop students’ receptive and active skills of listening, reading, writing and speaking (or, in the case of ASL courses, signing rather than speaking)[response required for Language course] |
| Describe how the course will develop students grammatical, textual, illocutionary, socio-linguistic and cultural competence.[response required for Language course] |
| **Course Assessment** Because LEP course assessment is an LEP requirement, this section asks how the student learning outcomes (SLOs) associated with this category will be assessed in the course. A full response to each question will include a detailed description of what students will do to demonstrate their learning of the SLOs. These descriptions are intended to explain the graded course components (or portions of them) that will be used for the LEP category’s course assessment report faculty complete as part of the campus’s LEP assessment practices. Please provide details that will allow the committee to understand why the measures are a good fit for the category’s SLOs. For example, you might want to give an example of a potential exam question or essay prompt, etc. If the same graded component is used to assess multiple SLOs, please be sure to identify the portion of the graded component or the evaluation tool (e.g., rubric or rating scale) used for each SLO in your description. *Note: For new courses, faculty are encouraged to include the Liberal Education category SLOs as course learning outcomes on the course proposal.*  |
| SLO 1: Describe a graded course component(s) or portion(s) thereof that could be used for the LEP course assessment report completed for SLO 1: Students will formulate organized, clear and informative messages.[response required for Oral Communication and Language] |
| SLO 2: Describe a graded course component(s) or portion(s) thereof that could be used for the LEP course assessment report completed for SLO 2: Students will formulate effective messages appropriate to audience, medium and contexts.[response required for Oral Communication and Language] |
| SLO 3: Describe a graded course component(s) or portion(s) thereof that could be used for the LEP course assessment report completed for SLO 3: Students will apply effective verbal and non-verbal concepts of communication in message delivery.[response required for Oral Communication and Language] |