**From:** Spence, Teresa C <tcspence@illinois.edu> **On Behalf Of**Martensen, Kathy
**Sent:** Wednesday, October 28, 2020 4:00 PM
**To:** Farnell, Brenda M <bfarnell@illinois.edu>
**Cc:** Spence, Teresa C <tcspence@illinois.edu>; Harmon, Karla J <kharmon@illinois.edu>; Ritter, Kelly Allison <ritterk@illinois.edu>; Elli, Amy Lawrence <amyelli@illinois.edu>
**Subject:** General Education Recertification - Anthropology

Good afternoon,

In 1989 when the UIUC Senate created the campus undergraduate General Education requirements, it stipulated the General Education Board (GEB) should conduct periodic reviews of approved General Education courses and sequences. The Board has determined that these reviews should take place roughly every ten years. The GEB evaluates each course based on criteria developed by the Senate in 1989 as revised in 2016.  The policy and guidelines used by GEB are available on the [General Education section of the Office of the Provost’s website](https://provost.illinois.edu/education/general-education/)

The course(s) listed below are scheduled for review the 2020-2021 academic year.

Course to be reviewed: ***ANTH 104, Talking Culture***

Categories for recertification: ***Social and Behavioral Sciences***

Course to be reviewed: ***ANTH 157, The Archaeology of Illinois***

Categories for recertification: ***Historical & Philosophical Perspectives***

Course to be reviewed: ***ANTH 209, Food, Culture, ,and Society***

Categories for recertification: ***Social and Behavioral Sciences***

Course to be reviewed: ***ANTH 225, Women in Prehistory***

Categories for recertification: ***Social and Behavioral Sciences***

Course to be reviewed: ***ANTH 414, Writing Ethnography***

Categories for recertification: ***Advanced Composition***

**This year, we are using an updated process.  Departments will submit recertifications in the CIM system, which is used for all other course revisions and actions**.  With this new process, you will receive an email from “CourseLeaf Editor”, (illinois@notify.courseleaf.com) with a subject line that includes the rubric, number, and title for the course(s) above, one email per course if you have multiple courses up for recertification.  Please be sure these messages are not going to Spam or Junk folders!  When you receive these emails, please proceed as follows for the recertification process:

1.             Click the link at “Please visit:……” in the body of the email message, and log into the system.  This will take you to your approval queue, and it should take you to the specific course that’s named in the body of the message.  If you have many courses in your approval queue, I encourage you to double check to make sure you are looking at the record for the course for which you’re seeking recertification.

2.             Select the blue “Edit” button in the upper right corner.  This will open the record.

3.             In the “Justification” section:

* 1. **If you do not wish to pursue recertification**of the course as a gen ed, simply state as such in the text box next to “Justification for change” along with a brief statement as to why you are not seeking recertification (e.g. “Recertification as gen ed not sought at this time due to staffing changes and expectations as to when course will be offered.”)  Scroll to the bottom of the record and select “Save Changes.”  Then hit the green “Approve button in the upper right corner.

* 1. **If you do wish to pursue recertification** of the course as a gen ed, follow the further instructions below.

4.             In the Justification section, add as attachments **TWO** of the most recent offerings’ syllabi.  Ensure these syllabi accurately reflect in practice with the question responses are saying the course does, highlighting or adding notes as appropriate within the syllabus for clarity.  Attach the syllabi with the label “Syllabus One” and “Syllabus Two”.

5.             Samples of assignments, quizzes, or exams  that help demonstrate how the course meets category guidelines may also be included if relevant.  Attach this documentation with the label of what it is as the document title (e.g. PSYC 100  Sect A Paper 1) with the syllabi.

6.             Scroll to the “General Education” section of the form, and check the box for the gen ed category/categories in which you seek to recertify the course.  *NOTE:  The recertification process cannot be used to request different categories from which the course originally certified.  If you wish to pursue a different gen ed category than that which is listed above for your course, please contact**Kathy Martensen**for directions on next steps*.

7.             Respond to general information questions for gen ed courses.

8.             Respond to category-specific questions, noting that if a courses is approved in multiple categories, each category’s questions must be completed.

9.             Scroll to the bottom of the record, select “Save Changes.”

10.         After you have checked to ensure the responses appear as you wish and all materials are included, hit the green “Approve” button in the upper-right corner.

Please note when you hit “Approve”, the workflow will route directly to the General Education Board’s queue.  Therefore, it is important to ensure your submission is final before you select “Approve.”

General questions about the submission should be directed to  Teresa Spence. Questions regarding the CIM system should be directed to Deb Forgacs.

**The deadline for receipt of these materials in the General Education Board’s queue in the CIM system is Friday, January 15, 2021.**

We greatly appreciate your help in completing this review of General Education courses.

Best wishes,

Kathy