

**Proposal Cover Sheet - Liberal Education Thematic Sequence**  
(October 2009)

**Directions:** a) Complete this Proposal Cover Sheet and submit one hard copy to the Office of Liberal Education, 229 Culler Hall. b) Please submit the proposal (without cover sheet) electronically to [tassonjp@muohio.edu](mailto:tassonjp@muohio.edu).

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1. Faculty member submitting proposal \_\_\_\_\_

Department \_\_\_\_\_ e-mail \_\_\_\_\_

Phone \_\_\_\_\_

2. Title of Thematic Sequence \_\_\_\_\_

3. Signatures indicate endorsement of assurances regarding regularity of offerings and patterns of expected staffing:

\_\_\_\_\_  
Person completing this proposal Date

\_\_\_\_\_  
Chairs of each department Date

\_\_\_\_\_  
Appropriate Divisional Associate Dean(s) Date

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**Liberal Education Office Only** Date received \_\_\_\_\_ LEC approval \_\_\_\_\_

Reviewers assigned: \_\_\_\_\_

Date sent to reviewers: \_\_\_\_\_ Date for LEC agenda: \_\_\_\_\_

Date proposer notified of final disposition: \_\_\_\_\_ Date CDA distribution notified: \_\_\_\_\_

## Guidelines for Submitting Proposals for Thematic Sequences

The University Director of Liberal Education is pleased to consult with faculty members prior to submitting a proposal. In advance, thank you for your commitment to our students and to Liberal Education at Miami.

**In the text of your proposal, please address each of the following:**

1. **Title** of thematic sequence.
2. **List courses** to be included in this sequence by tier 1,2 and 3. Note with an \* any course that is a foundation course in the liberal education program. (Only one Foundation course in a thematic sequence may count toward a student's foundation requirements. In those cases where sequences involve two or more foundation courses, only one course may be at the 100-level.)
3. **Describe the goals and objectives** of this liberal education course sequence. This description will be used in advertising the sequence to students. (100 words or less)
4. **Describe how the courses in the sequence are related and linked.** Include a rationale for how they are ordered. If the sequence prescribes more than one order or set of courses, specify those features common to the grouping of courses and their role in relationship to other courses in the sequence.
5. The **Four Principles** of Liberal Education are Thinking Critically, Understanding Contexts, Engaging with Other Learners and Reflecting and Acting. **Attach a syllabus for each course** in the Sequence. The following should be on each syllabus:
  - a) student learning outcomes for each of the four Miami Plan principles;
  - b) examples from course pedagogy (assignments, class activities, etc.) for how each of the four principles is implemented.
  - c) a statement describing the Thematic Sequence, including a description of how the particular course fits into the sequence.
6. Discuss what methods will be employed to insure **depth, rigor and systematic coverage** across courses.
7. **Assessment Plan:** During your department's Program Review cycle, the department will be asked to submit an assessment of your Miami Plan courses. Describe the procedures that will be used to assess the effectiveness of this sequence of courses in meeting stated liberal education objectives. Specifically, address:
  - a) Methods used for faculty analysis of sequence structure, coherence, and functionality;
  - b) Methods used to gather student perceptions of the sequence (attach questionnaires if used, or descriptions of other methods);

- c) Strategies for assessing student learning outcomes related to each of the four Principles of Liberal Education.

8. **Assurances** are needed that students can complete this thematic sequence in a timely fashion.

Please address each of the following:

- a) List those qualified to teach each of the courses in the sequence.
- b) How often will each of the necessary components of this sequence be offered?
- c) Are there expected limits or constraints on enrollment?

9. Include any **additional information** that you feel would be helpful to Council in evaluating the proposal.