

**Proposal Cover Sheet – Revision for 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) and all syllabi 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 Revisions 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 all courses** included in the existing 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. **List courses proposed to be added or deleted.** Do so by tier level.
4. **Describe the goals and objectives** of this liberal education course sequence. This can be found in the *Bulletin* description of the course or at [www.muohio.edu/led](http://www.muohio.edu/led).
5. **Describe how the proposed courses to be added are related and linked to existing courses in the sequence.** 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.
6. Discuss what methods will be employed to insure **depth, rigor and systematic coverage** for only those courses to be added to the sequence.
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 how these courses will be included in the assessment. 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 for only the courses to be added to the sequence.
  - 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.

10. Attach **syllabi** for all courses to be added to the thematic sequence. Each syllabus must include:

- a) a statement describing the sequence and the specific role the course in the sequence;
- b) student learning outcomes for each of the four Miami Plan principles;
- c) examples from course pedagogy (assignments, class activities, etc.) for how each of the four principles is implemented.