Dear Fellow Faculty Members:

In order to review course proposals for possible approval early enough to include them in the dynamic course schedule, the General Education Council has set deadlines. You are welcome to consult council members about your course proposal before you submit it.

GENERAL EDUCATION COUNCIL COURSE SUBMISSION DEADLINES

Please note: *We review general education courses once they have been approved by your department, college curriculum committee and dean. As such, you should plan for additional time for these earlier levels of review as well as possible time for revisions.* Please also note that while Gen Ed Council approves courses, departments and colleges may reserve the right to decide which courses are offered in particular semesters.

**Friday, September 25, 2015 Deadline for Spring 2016 Course Proposals** Submissions received by Gen Ed Council after this date will not be reviewed until the following semester.

**Friday, February 19, 2016 Deadline for Summer and Fall 2016 Course Proposals** Submissions received by Gen Ed Council after this date will not be reviewed until the following semester.

Course Approval Criteria for specific course categories can be found at:

[http://www.uis.edu/generaleducation/curriculum/facultyforms.html](http://www.uis.edu/generaleducation/curriculum/facultyforms.html)

Course Approval Forms for General Education and ECCE is available at:

[http://www.uis.edu/generaleducation/curriculum/facultyforms.html](http://www.uis.edu/generaleducation/curriculum/facultyforms.html)

**Questions?? Help Available:** You are welcome to consult a General Education Council member before course proposal submission.

2015-16 Members

- Heather Dell – Chair
- Elizabeth Kosmetatou
- Kay McChesney
- Stephen McMinn
- Ronda Mitchell
- Kenneth Owen
- Anibal Maximiliano Sanchez
- Stephen Schnebly

Ex-Officio Members

- Karen Moranski
- Lucia Vazquez

Secretary

- Deb Ply, Office Manager
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We welcome your suggestions and questions.

*Dr. Karen R. Moranski*

*Associate Vice Chancellor for Undergraduate Education*