

## **Process to Add Courses to the Wisconsin Technical College System List of General Education Courses**

System-wide General Education curricula provide the basis for discussions on the transferability of courses to other institutions of higher learning. WTCS colleges will provide course transfer credit in the areas of Communication (801), Mathematics (804), Science (806), and Social and Behavioral Sciences (809).

To enhance opportunities for a student transferring from one institution to another, credit awarded for courses designated as fulfilling general education requirement at one WTCS institution will fulfill the same general education requirement at the receiving institution.

Colleges shall honor as fulfilling general education requirements those credits awarded as fulfilling general education requirements at another WTCS college. Colleges shall reevaluate credits awarded as fulfilling program course requirements to determine their applicability to new program requirements for students who enroll in a different program within a college or who transfer to a different WTCS college. (See Educational Services Manual section 12.10.1 on [Credit for Prior Learning](#))

In order to be submitted as an addition to the WTC System List of General Education Courses, a course must meet the following criteria:

1. Be offered at aid code 10.
2. Be in the 801 (Communications), 804 (Mathematics), 806 (Natural Science), and/or 809 (Social/Behavioral Science) instructional areas.
3. Align with the [Higher Learning Commission Statement](#) and the [Role of General Education](#).
4. Be of postsecondary rigor with the potential to transfer to an accredited private and/or public two-and/or four-year institution of higher education.
5. Designed to meet and transfer as a WTCS general education requirement.
6. Should not duplicate a comparable course already on the System list of General Education Courses.

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## Process for Additional General Education Course Development and Approval

*The following process is used by College(s) when they determine, through a collaborative internal process with administration, general education deans and faculty and with occupational deans and faculty, that a new general education course should be added to the approved list to meet the needs of the College and their students.*

	Proposing College	WTCS Office	Receiving College
<b>Stage 1: Course Preparation Documentation</b>	1) Prepare course documentation and the rationale to include: instructional area, course title, description, credits, and draft competencies and performance standards (Course Outcome Summary-COS).		
	2) Notify Education Director in writing of intent to add course to the WTCS list of General Education courses and provide the course documentation and rationale.		
		3) Present course to Gen Ed Deans using some form of communication technology.	4) Gen Ed Deans discuss course and provide initial feedback to proposing college.
	5) After listening to the Deans' discussion either move the course forward OR take the feedback to their college to make changes in the course.		
<b>Stage 2: Peer Review and Feedback on Proposed Course</b>	1) Send proposed course outcome summary document to WIDS for sharing on the WTCS Repository for open review and comment. (Send document to Tessa Campbell <a href="mailto:campbellt@wids.org">campbellt@wids.org</a> .)		
	2) Notify WTCS Education Director that course is available on the WTCS Repository for review.		
		3) Notify Gen Ed Deans that the course is posted and should be reviewed by appropriate gen. ed. and occupational faculty / administration.	
			4) Conduct collaborative internal review; submit comments/suggestions via the WTCS Repository Comment option.
	5) Review feedback shared in the Comment section of the WTCS Repository for the course and make changes the COS in your college WIDS application as appropriate.		
	6) Inform Education Director of changes made to course and request systemwide course number.	7) Education Director assigns a systemwide course number.	
	8) Submit documentation to WIDS Repository: Request your college WIDS Site Administrator share the final WIDS course package from your WIDS College application with the WTCS Repository. The WIDS course package can be sent to Tessa Campbell: <a href="mailto:campbellt@wids.org">campbellt@wids.org</a> .		

	<b>Proposing College</b>	<b>WTCS Office</b>	<b>Receiving College</b>
	9) Notify Education Director that final COS has been placed in the WTCS Repository for systemwide availability.	10) Education Director informs Gen Ed Deans that the course is posted and available for use.	
	11) Submit sample syllabus to WTCS Ed. Director that meets criteria for posting to WTCS website.	12) Update the list of approved General Education Courses.	
		13) Post revised list to MyWTCS web site.	
<b>Stage 3: Course Transfer Review</b>		1) Education Director requests that UW Admin. facilitate review of new WTCS general education course by UW Colleges and all comprehensive UW campuses.	2) Each WTCS College updates TIS with the college-specific transfer information.
			3) UW TIS administrator enters course transfer decisions into TIS.
<b>Stage 4: Course Implementation</b>	1) Submit electronic course file via Course/Program Approval system.		2) Individual districts offering the course will complete the electronic course submission.
		3) Approve the course.	