

Process for Submitting a Course for Gordon Rule Designation

Step 1: Participate in WAC Gordon Rule Course Development Workshop

Faculty who are revising a course for Gordon Rule designation are encouraged to participate in a Writing Across the Curriculum Gordon Rule workshop. During and after the workshop, faculty members are encouraged to work with WAC consultants and representatives from the Office of Academic Planning and Accountability to develop a sequence of assignments that support the learning outcomes of the course while encouraging students to develop their critical thinking skills and writing strategies.

Step 2: Revise/Develop Course

WAC consultants are available to work with faculty on an ongoing basis as they develop the course proposal and supporting materials. Consultants will provide feedback and assist faculty members in preparing the proposal, revising the syllabus, and developing the assignment sheets and rubrics.

Step 3: Submit the Course for Approval

When the course is ready for submission, follow these steps:

1. Download the GR form from the faculty senate website:

<http://facultysenate.fiu.edu/forms/URL>

2. Request the appropriate signatures and send the original copy of the form along with the following documents to your college/school's curriculum committee:

- a. One hard copy of your Gordon Rule course syllabus
- b. One hard copy of each Gordon Rule writing assignment with grading criteria
- c. One hard copy of your completed Gordon Rule writing assignments checklist

After your college/school curriculum committee approves the course, it will be forwarded to the following committees:

Revised Gordon Rule Course

1. Gordon Rule Oversight Ad Hoc Committee*
2. Faculty Senate
3. Provost

* The GR Review Committee may vote to recommend approval of a course, or may request that a WAC Director or Consultant correspond with an applying instructor regarding course modifications. Courses may be tabled if the subcommittee's questions/concerns are not answered in time for the next Board meeting, or may not be approved.