



Faculty and Professionals of Record - Frequently Asked GE Questions – *and* Answers

Q: How does a faculty or staff member (Professional of Record) begin the process for completing a GE-approved academic course or experience?

A: **First, complete an Omnibus form. This form may be obtained from the BU Public (S:) drive, then click BU Documents, then Omnibus, and then the current Omnibus form.**

Q: *What is the next step, after completing this form?*

A: **It depends on whether the form relates to an academic course or a co-curricular learning experience. The Omnibus is reviewed by the appropriate curriculum committee (department and college or student affairs, then the General Education Council (GEC), and finally the Bloomsburg University Curriculum Committee (BUCC).**

Q: *Are there guidelines for creating credit-bearing courses?*

A: **Yes, the *Guidelines for General Education Proposals* was endorsed by the BUCC April 15, 2015. The content lists the primary policies and instructions for completing the Omnibus Form.**

Q: *Are there guidelines for creating non-credit bearing courses?*

A: **Yes, the *General Education Co-curricular Learning Experiences (CLE) General Guidelines* was endorsed by the BUCC on November 5, 2014. The content is specific to developing CLE proposals.**

Q: *Is it possible to get assistance with this process?*

A: **Yes, the GEC members are willing to provide consultation. In addition, the Office of Planning and Assessment (OPA) assists with the alignment of course objectives with the GE rubrics.**

Q: *How do I locate GE materials and resources?*

A: **Important links to the GEC, GE-related policies, and the VALUE Rubrics are visible at the end of the GE faculty webpage.**

Q: *What are VALUE Rubrics?*

A: **BU's GE assessment is based on the rubrics of the Association of American Colleges & Universities. More FAQs and information is available at:**

<https://www.aacu.org/value/rubrics>
