
INTEROFFICE MEMORANDUM

TO: ALL FACULTY AND DEPARTMENT CHAIRS
FROM: COUNCIL ON GENERAL EDUCATION
SUBJECT: CALL FOR ONLINE FLAG COURSES
DATE: 8/13/2014

Clarion University has a growing number of students who are completing their degrees in part or completely online (Liberal Studies majors). While we do offer a wide variety of courses online, one of the biggest challenges for these students is the availability of online courses which meet General Education Flag requirements. Online Writing Intensive (W-flag) and Quantitative Reasoning (Q-flag) courses, in particular, are few and far between. The General Education Council is asking all faculty and departments to review their current course offerings and consider the following:

1. Are you currently teaching any online courses which already meet the criteria for a flag course, but do not have a flag designation yet?

If the answer is YES, please submit a proposal to the General Education Council to add a flag designation to your course. Guidelines and forms for submitting a proposal to add a flag designation to a course can be found at <http://www.clarion.edu/9064/>. We only required one copy to be submitted, and will gladly accept electronic (email) submissions to the Chair, Sandra Trejos (strejos@clarion.edu).

2. Are you teaching any flag courses face to face which could also be offered online?

If the answer is YES, please follow CCPS guidelines and submit a Distance Education Course Approval form, which can be found at <http://www.clarion.edu/9026.pdf> (10 copies only; full circulation not required).

3. Are you willing to develop any new online course to meet flag criteria?

If the answer is YES, please follow CCPS guidelines for proposing a new course (full circulation required). The above General Education Flag Request form and Distance Education Course Approval form can be prepared and submitted simultaneously. As long as the “new course” status is indicated within the proposal, we can “approve pending CCPS approval”. Links to all forms and guidelines can be found at <http://www.clarion.edu/4636/>

A complete description of the General Education Requirements can be found at <http://www.clarion.edu/26632.pdf>. See p8-10 in particular for descriptions of expectations for each Flag, and Appendix E for W-flags.

General Education Council reviews proposals on a rolling basis as they are received. However, our approval and recommendations are then forwarded to CCPS and Faculty Senate before any changes go into effect. Therefore we recommend submitting General Education proposals following the same deadlines established by CCPS each semester.

Please feel free to contact the General Education Council representative for your area if you have questions or need assistance with preparing your proposal. <http://www.clarion.edu/9145/>