**Information about Completing the gtPathways Nomination Process**

Version: April 24, 2019

Prepared by State Faculty Curriculum Committee

When a faculty or discipline nominates a CCCS course for approval to be included in the state [Guaranteed Transfer (GT) Pathways](https://highered.colorado.gov/Academics/Transfers/gtPathways/curriculum.html) program, it takes on the responsibility of demonstrating that the course meets the gtPathways requirements developed by 2- and 4-year faculty, approved by the [Colorado Commission on Higher Education (CCHE)](https://highered.colorado.gov/CCHE/history.html) and administered by the [Colorado Department of Higher Education (CDHE)](https://highered.colorado.gov/Academics/Transfers/). The following criteria must be met, nomination procedure followed, and Nomination Form and CCNS Course Template submitted.

**Criteria to Qualify as a gtPathways Course:**

1. gtPathways courses are a subset of all of the courses offered through CCCS. Submitters must demonstrate the transferability of the course and how the course aligns with the mission of gtPathways. Approval is not guaranteed and final authority resides with the VPI Council and System Chief Academic Officer (CAO).
2. Provide evidence and arguments supporting the claim that the nominated course is a general education course. In [Board Policy 9-40](https://www.cccs.edu/bp-9-40-associate-degree-and-program-designations-and-standards/), the State Board for Community Colleges and Occupational Education provided the following definition of general education:

Definition of General Education – General education is ‘general’ in several clearly identifiable ways: it is not directly related to a student’s formal technical, vocational or professional preparation; it is a part of every student’s course of study, regardless of his or her area of emphasis; and it is intended to impart common knowledge, intellectual concepts, and attitudes which every educated person should possess.

1. Demonstrate that the course has been or, likely will be, offered at least once every two years (anywhere in the system).
2. Include in the submitted [CCNS Course Template](https://www.cccs.edu/educator-resources/common-course-numbering-system/) (click the link and use the template titled “CCNS Course submission template gtPathway)/syllabus the required gt Pathways content criteria and competencies, which must be either:
3. Copied & pasted verbatim into the syllabus; OR
4. Map the [competencies](https://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/competency.html) to the CCNS Course Learning Outcomes, including the number and the narrative text of the gtPathways competency AND include the [content criteria](https://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/content.html) in the CCNS Topical Outline.

\*Note: If you are unsure which GT Pathways content criteria and competencies are required for your gtPathways category, consult the [**gtPathways Matrix of Required Content Criteria and Competencies**](https://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/Competency/GT-Pathways-Matrix-of-Required-Content-Criteria-and-Competencies-with-Student-Learning-Outcomes.pdf) or ask [Danen.jobe@CCCS.edu](mailto:Danen.jobe@CCCS.edu).

1. Include verbatim in the CCNS Course Template/syllabus the statement:

The Colorado Commission on Higher Education has approved [Course prefix, number] for inclusion in the Guaranteed Transfer (GT) Pathways program in the [GT-@@#] category. For transferring students, successful completion with a minimum C‒ grade guarantees transfer and application of credit in this gtPathways category. For more information on the gtPathways program, go to http://highered.colorado.gov/academics/transfers/gtPathways/curriculum.html.

\*It should be noted that CDHE will randomly pull syllabi of instructors who teach GT Pathways courses and check them for these requirements. If a syllabus is found to be out of compliance, then the faculty/institution will have an opportunity to fix the problem and if the problem is not fixed then the course may be pulled from GT Pathways until it meets the requirements. If one instructor does not comply with the requirements then they jeopardize the course’s gtPathways status for everyone else, per a [Dear Colleague letter issued by CDHE on October 20, 2016](https://highered.colorado.gov/Academics/Transfers/gtPathways/New_GT_Pathways_Announcement_from_CDHE.pdf).

1. Provide evidence of transferability. Evidence should show that the course is taught at 4-year schools (including a list of those schools). If it is not taught at any 4-year school, other evidence must be considered, such as documented communications, and approval from 4-year schools (including a list of those schools) from a person with decision making authority. The Director of Academic Programs and Curriculum for the System will provide appropriate contacts and assist in compiling documentation.

**gtPathways Nomination Procedure:**

1. Submitter works with the prefix group at the 2:2 meeting or works through state discipline chair. The prefix group should:
2. Determine whether or not the proposed course fits the definition of a general education course and, if it does then;
3. Ensure the required gtPathways content criteria and competencies are included in the CCNS Course Template/syllabus as noted above.
4. Submit the CCNS Course Template/syllabus to the submitter’s college curriculum committee.
5. If approved, the CCNS Course Template/syllabus should be forwarded through VPI to SFCC.
6. SFCC will place the course on the SFCC bulletin board for comment for 30 days before bringing it up for discussion and vote.
7. SFCC will discuss and vote on the nomination after 30 days on the bulletin board has passed.
8. SFCC will determine whether or not the course meets the required criteria as noted above. At the time of review, the submitter is welcome to present evidence supporting the proposed course and be available to answer any questions.
9. In addition, the submitter could strengthen the case for approval by providing rationale indicating transferability. Is the course taught at 4-year schools (including a list of those schools)? If it is not taught at any 4-year school, the submitter should submit other evidence that the course would transfer including documented communications and approval from 4-year schools (including a list of those schools) from a person with decision making authority. Please consult with SFCC or your school’s curriculum committee for suggestions. The Director of Academic Programs and Curriculum for the System will provide appropriate contacts and assist in compiling documentation.
10. If approved by SFCC, the nomination is reviewed by the campuses’ Chief Academic Officers. Should approval be granted, the nomination is forwarded to the System CAO.
11. If approved by the System CAO, the course will become part of CCNS and submitted to CDHE for inclusion in the [gtPathways database](https://highered.colorado.gov/Academics/Transfers/gtPathways/curriculum.html).

NOMINATION FORM FOR GTPATHWAYS COURSES

Check one: New Course□ or Revision of previously approved course□

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| **Required** |  |  |  |  |
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| Course: | | Credit Hours: | |
| Course Name: | | | |
| Department: | | | |
| Prerequisites/Co-requisite (Please list titles and section numbers): | | | |
|  | Is this course cross-listed? If so, please list the names of the courses with which it is cross-listed, give a reason why it is cross-listed, and acknowledge here that the same approved course learning outcomes will be used across sections of the cross-listed courses: | | | |
|  | Short description of the course from the catalog: | | | |

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| SECTION B: SENIOR ACADEMIC OFFICER ENDORSEMENT | |
| By completing this section, I attest to the following:  *I certify that the course described herein is an approved general education course offered at my institution (or will be so, automatically, upon approval as a gtPathways course). The attached content curriculum description applies to all course sections taught at my institution.* | |
| **Required** | **Name/Title of Senior Academic Officer:** | **Signature (Electronic Accepted):** |
| Name of Institution: | **Date:** |
| **E-Mail:** | **Phone:** |
|  | **Institutional Contact/Name for this submission if different from above signatory** | **E-Mail:** |

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| SECTION C:  Complete numbers 1-3 below and any competency (numbers 4-8) that applies to the nominated course per content criteria guidelines (s*ee* [Content Criteria For Statewide Guaranteed Transfer On DHE Website](http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/content.html) *and* [Competency Criteria](http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/competency.html)). Please submit a course outline that contains a week-by-week schedule, an explanation of the graded pieces of work and how grades will be calculated, and the course learning outcomes. You may also include content or curriculum guides or other supporting documents. **THESE MATERIALS MUST ENABLE EVALUATORS TO VERIFY NUMBERS 1 – 8 BELOW.** |
| **Required** | 1. Provide the course description (from CCNS) and discuss the scope of course: |
| 2. Rationale why you think this is a General Education course? |
| 3. List the GT pathway content criteria (from CDHE), and provide rationale and/or evidence for how the nominated course meets these content criteria: |
| 4. Provide the list course learning outcomes (from CCNS): |
| 5. In this box or attach a document and the ones immediately below, list each of the GT pathway competency criteria (from CDHE), and provide rationale and/or evidence for how the nominated course meets these competency criteria. In this section, you ***must*** demonstrate how the course learning outcomes map to and fulfill each GT pathway competency criteria: |
| Include an example of a completed form? Put link to it at top so they can see it side by side as they are filling out. |
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Optional: Attach a sample syllabus by cutting and pasting it below: