



415 – Revalidation for General Education

Purpose:

General Education at BSC is designed to broaden students' perspectives and develop transferable skills that extend beyond a specific discipline. These courses expose students to diverse ideas, methods of inquiry, and ways of thinking, supporting their ability to adapt, problem-solve, and contribute meaningfully in a changing world.

Bismarck State College (BSC) is committed to delivering high-quality educational programs that promote critical thinking, civic responsibility, communication skills, and lifelong learning. The General Education (GenEd) curriculum supports these goals by ensuring that students—regardless of program of study—develop core competencies aligned with BSC's Institutional Essential Learning Outcomes (IELOs).

This operational procedure establishes a structured, repeatable process for the revalidation of General Education courses to ensure continued alignment with IELOs, instructional intent, and accreditation expectations. This procedure provides the quality assurance that accrediting agencies, other institutions, and BSC stakeholders expect.

This procedure supports institutional accreditation requirements and demonstrates ongoing commitment to student learning and continuous improvement.

Scope

This procedure applies to all courses approved for General Education designation, including multi-section offerings and courses taught by full-time and adjunct faculty.

Guiding Principles

- A GenEd course must provide value to any student, regardless of major.
- GenEd designation is determined not solely by content, but by instructional design and learning outcomes.
- Each GenEd course must meaningfully support at least one Institutional Essential Learning Outcome (IELO).
- Courses may evolve over time; therefore, periodic revalidation is required to ensure continued compliance and educational integrity.
- GenEd courses emphasize transferable knowledge, skills, and competencies applicable across disciplines and real-world contexts.
- Courses are not appropriate for General Education designation if their primary purpose is to serve a specific major or discipline.

Revalidation Requirement

Courses approved for GenEd designation are subject to periodic revalidation by the General Education Committee to confirm that:

1. The approved IELO remains intentionally embedded in course design.
2. Instructional methods support transferable, general education learning.
3. Assessment data demonstrate student learning aligned with the approved IELO.

Assessment Requirements

When a course is submitted for GenEd revalidation, the following assessment requirements must be met:

1. Assessment Data
 - A minimum of two semesters of assessment data must be submitted.
 - Data must be evaluated using the approved IELO rubric corresponding to the IELO selected for the course.
 - Assessment data must include all sections of the course, including those taught by adjunct faculty.
 - For lecture/lab co-requisite courses, only the lecture component is required for assessment.
2. Faculty Representation
 - A faculty representative (“course champion”) is responsible for coordinating assessment submission for General Education revalidation.
 - When a course is taught by multiple faculty, a full-time faculty member should serve as the course champion when available.
 - For courses without an assigned full-time faculty member, including those taught exclusively by adjunct faculty, the Assistant Dean responsible for the discipline shall serve as the course champion or designate an appropriate representative.
3. Assessment Documentation
 - All submissions must use the official GenEd Assessment Form.

Non-Compliance and Probation

Failure to meet assessment or revalidation requirements will result in probationary status.

Courses may be placed on probation if:

- Required assessment data are not submitted;
- Submitted data are insufficient or do not demonstrate IELO alignment; or
- The course is not offered during the revalidation cycle and assessment data are unavailable.

All newly approved GenEd courses are automatically placed on probationary status until two semesters of assessment data are submitted and reviewed.



Probationary Period

1. Duration

- The probationary period shall last two (2) years from the date of review.

2. Support and Remediation

- During probation, the appropriate Academic Dean, the Assistant Dean, and the Institutional Assessment Coordinator will work with faculty to:
 - Revise course design or outcomes;
 - Adjust or clarify IELO alignment;
 - Improve assessment methods; and/or
 - Collect additional assessment data.

3. End-of-Probation Review

- At the conclusion of the probationary period, updated documentation will be submitted to the GenEd Committee.
- The Committee will determine whether the course:
 - Is revalidated for GenEd status; or
 - Is removed from the General Education curriculum.

4. Courses Not Offered

- Courses not offered during the revalidation cycle will remain on probation until sufficient assessment data can be collected when the course is next offered.

Reapplication

Courses removed from GenEd designation may reapply once:

- A faculty champion is identified; and
- Two semesters of compliant assessment data are submitted after the second probationary year.

History of This Procedure:

First policy draft January 3, 2018, approved by the Faculty Senate April 4, 2019, reviewed by the Operations Council on May 8, 2019 and approved by the Executive Council on May 24, 2019. Converted to an Operational Procedure: April 13, 2026. Approved by Alicia Uhde, Associate VPAA on April 16, 2026.