

## Guidelines for Review of ACE Course Certification Requests

**Institutional Objective.** Develop intellectual and practical **skills**, including proficiency in written, oral, and visual communication; inquiry techniques; critical and creative thinking; quantitative applications; information assessment; teamwork; and problem-solving.

**Student Learning Outcome #2.** Demonstrate communication competence in one or more of the following ways: (a) by making oral presentations with supporting materials, (b) by leading and participating in problem-solving teams, (c) by employing a repertoire of communication skills for developing and maintaining professional and personal relationships, or (d) by creating and interpreting visual information.

	Yes	No	If no, how is it unclear?
Does the course proposal clearly address Learning Outcome #2?			
Is the teaching of communication competence clearly the <i>main</i> purpose of the course?			
Is it clear that the hosting department/unit has agreed to follow through with its responsibilities as outlined in the ACE Course Certification Request Form?			
Does the proposed course clearly provide students with opportunities to (one or more of the following):			
make oral presentations with supporting materials?			
lead and participate in problem-solving teams?			
employ a repertoire of communication skills for developing and maintaining professional and personal relationships?			
create and interpret visual information?			
Does the proposed course clearly provide students with opportunities to develop the skills necessary for successful achievement of Outcome #2?			
Does the proposed course clearly provide students with opportunities to demonstrate achievement of Outcome #2?			
Does the course meet the expectations for certification for Outcome #2? (If no, explain why not.)			
Does the proposed course clearly reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, and Human Diversity? (If so, please identify.)			