**Quantitative and Symbolic Reasoning**

**Submitting your courses to CPAC for approval for the new GE curriculum**

* *Deadline for ensuring your course will be reviewed in time for inclusion in the 2020 catalog is****December 1, 2020.     If you have any questions about these guidelines, consult the General Education Website***[***https://sites.ewu.edu/generaleducation/teaching***](https://sites.ewu.edu/generaleducation/teaching)***or contact Kevin Pirch,***[***kprich@ewu.edu***](mailto:kprich@ewu.edu)*Any specific comments, information you have for the reviewing committees should be put into the “Justification for change” section.*
* *You are strongly encouraged to write your justification for Quantitative and Symbolic Reasoning, and your sample assignments(s) as detailed as possible.*
* *You are also strongly encouraged to read through the QSR Explanatory Document before writing up your course submission:* [*https://d3tb2mkdocc4em.cloudfront.net/generaleducation/wp-content/uploads/sites/54/2020/04/DetailedExplanations\_QuantitativeAndSymbolicReasoning\_Spring2020.pdf*](https://d3tb2mkdocc4em.cloudfront.net/generaleducation/wp-content/uploads/sites/54/2020/04/DetailedExplanations_QuantitativeAndSymbolicReasoning_Spring2020.pdf)

*Note, the following instructions describe the steps for updating an existing course, which are fundamentally similar to the steps for submitting a new course.*

**Accessing CPAC on-line submission tool to submit your course**

1. Search for CPAC on the EWU website, or follow this link   <https://sites.ewu.edu/cpac/courses/>
2. (from above, click on “Curricular change,” then click on “Manage courses,” then click on “new course,” or “edit course” if you are updating your existing General Education class.)
3. To Edit an existing course, click “Edit course instructions”
4. Click on “Login to CIM”  - you may need to use your EWU Single sign-on ID and Password
5. Click on the mortar board/book icon to complete sign-in
6. To update an existing course, type course prefix and number into search bar and click “Search current”
7. When your course appears, click green “edit course button”

Carefully review all of your course’s information in the gray shaded section.   You can change the course name and course description. **If necessary, do** change the course number to meet the GE policy (Quantitative and Symbolic Reasoning should be a 100-level course). Be sure to complete the following sections:  “Justification for change”; “Prerequisites”; “Satisfies.”  **The help bubbles next to these 3 fields contain information for filling them out**

1. “Satisfies”:  if necessary, change (or add) the area your course belongs in: Quantitative and Symbolic Reasoning.
2. Next go to the GE Program Course requirements section.  **ALL OF THE FOLLOWING INFORMATION MUST BE SUBMITTED OR YOUR COURSE WILL BE RETURNED TO YOU FOR COMPLETION**
3. Click on “Yes” for GE program, then select the area your course will fit into Quantitative and Symbolic reasoning [in Course leaf this area may also be called Quantitative Literacy].
4. “Quantitative and Symbolic Reasoning Justification”:  thoroughly explain why this course belongs in Quantitative and Symbolic Reasoning, addressing how the course focusses on axiomatic structures.
5. “GE Learning outcomes”:  write a short description (2-3 sentences) explaining how the Quantitative and Symbolic Reasoning  SLOs will be addressed in your course content.
6. “Sample Assignments”: Describe some sample assignment(s), explaining how they address all of the Quantitative and Symbolic Reasoning Learning Outcomes.
7. “Assignment Rubrics”:  provide a rubric for your sample assignment(s) that you will use to measure your students’ accomplishment of the Student Learning Outcome.  If you have difficulty copying and pasting the rubric into the designated box, attach it as a document using the “attach” function at the bottom of the page.

*To follow your course through the stages of the Review Workflow, click on “Preview Workflow.”  If your course is submitted by December 1, but needs some revisions, GEC will provide you with feedback during Winter quarter 2021.*