

**Integrative Learning Core
POLICIES AND PROCEDURES MANUAL
Approved 03-11-2022
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The fundamental idea of the LSU Integrative Learning Core (ILC) is that the student develops across the undergraduate curriculum the practical and intellectual capacities associated with integrative learning in preparation for high competence and functionality in post-baccalaureate contexts. Developing the proficiencies within courses across the ILC curriculum will promote synthesis of information in higher level courses.

The ILC Policies and Procedures Manual was developed by the Faculty Senate ILC Committee to assist departments, faculty, and staff in the administration of ILC courses.

I. Policy on Course Frequency

- Any existing course eligible for general education credit must have been offered at least once over the previous two academic years.
 - A new course, never been offered, must be approved by the Courses & Curricula committee prior to submitting an ILC course proposal.
- For an existing course that has not been taught over the previous two academic years, the course coordinator must submit a justification in a separate word document when submitting an ILC course proposal. Justification procedure: 1) explain why the course has not been offered at least once in two academic years and 2) provide a plan to increase frequency of the course being offered.
- Any approved ILC course not offered in a given academic year must provide justification of why and a plan to increase frequency of the course being offered to the FSILC committee for review and approval. After two years of not being offered, the course will be reviewed by the committee and may be dropped from the ILC program.
- Each September the FSILC committee will review all approved ILC courses offered/not offered in the previous academic year, along with enrollment numbers.

II. Policy on Assessment Process

- All ILC courses must follow their approved ILC course proposal and assessment process.
- Changes to the proficiency aligned to the course can be made when the course is up for renewal (every five years) or a new course proposal form must be submitted with a DROP from the ILC program of the old course. It is recommended that the new course proposal form be submitted and approved prior to dropping the prior course from the program, as there otherwise may be a semester where students would not be awarded general education credit.
- A course coordinator who wants to change the approved selected dimension(s) of the aligned proficiency or change the instrument (direct measure) used to assess the dimension(s) must complete the [ILC Assessment Process Change Form](#).

- Each September the FSILC committee will review the ILC courses that did not adhere to the approved assessment process. Course coordinators will be asked to update the assessment to follow the approved process or complete the assessment change form.
- An ILC course that does not follow the approved assessment process and does not submit an assessment change form will be dropped from the ILC program the following academic year.

III. Policy on Assessment Reporting

- All ILC courses offered in an academic year must submit an annual assessment report. The report is completed by entering measure details, results, findings, and actions into the assessment reporting platform for each selected dimension.
- All ILC courses offered by multiple modalities (traditional face-to-face, fully online (including LSU Online), and/or dual enrollment) are required to compare the results across the modalities in the results section of the annual assessment report.
- Each September the FSILC committee will review the ILC courses that have not submitted their annual report for the current assessment cycle. Course coordinators will be given a warning. Any ILC course without an annual assessment report over two assessment cycles will be dropped from the ILC program the following academic year.
- All ILC courses are reviewed by FSILC Committee every five years. If two or more assessment cycles were not completed within the five-year period, the course will be dropped from the ILC program and must wait at least two academic years to submit a proposal for consideration.

IV. Policy on Course Renewals

- The Faculty Senate Integrative Learning Core (FSILC) committee conducts reviews of ILC courses every five years to ensure ongoing alignment with the program's mission and goals.
- The course coordinator will receive a renewal notification for ILC Courses that will be reviewed in the current academic year by September 1st.
 - A total of three reminder notifications will be sent: September, October, and November. In December, a drop notification will be sent. The final deadline to submit ILC course renewal paperwork will be December 31st.
 - If an ILC course coordinator fails to submit the renewal paperwork by the deadline, the course will be dropped from the ILC program the following academic year and will be removed from the course catalog.
 - The course can still be offered in the Spring and Summer semesters for general education credit.
 - If the ILC course is to be offered for general education credit after this date, a new course proposal must be submitted. Please see section V. Policy on New Course Proposals.

V. Policy on New Course Proposals

- ILC course proposals are sent to the ILC committee for review. The review process takes a minimum of 4 weeks. The ILC committee does not meet over the summer. If proposals are submitted over the summer, proposal review occurs in the following semester.
- Once a course is approved, an ILC course can be taught the following semester. Students will be awarded general education credit after completing the course.
- Cutoff dates are as follows:
 - To teach a new ILC course in the Fall Semester **and** to have the course added to the General Catalog
 - Course Proposal must be *Submitted* no later than January 1
 - Course Proposal *Approval* is needed by February 1
 - To teach a new ILC course in the Spring Semester
 - Course Proposal must be *Submitted* no later than November 1
 - Course Proposal *Approval* is needed by December 1
 - To teach a new ILC course in the Summer or Fall Semester*
 - Course Proposal must be *Submitted* no later than April 1
 - Course Proposal *Approval* is needed by May 1

*The course will not be added to the General Catalog until the following academic year.