

**M E M O R A N D U M**

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**To:** Members of the St. Olaf Faculty  
**From:** Marci Sortor, Provost and Dean of the College  
**Date:** August 4, 2021  
**Re:** Course FTE Awards for GE Excellence

Course FTE Awards made in 2021/22 are dedicated to “GE Excellence Through an Equity Lens.” In partnership with To Include is To Excel and the Center for Innovation in the Liberal Arts, the Provost and Dean of the College is focusing these resources to support the launch of the OLE Core with courses that enhance equity. Up to four courses annually are available for the purposes of curricular innovation. Proposals may be for FTE for 1-2 years continuously, or for up to 4 years on a biannual basis.

***Guidelines for Proposals:*** Proposals for courses that meet one or more OLE Core requirements through an equity lens will meet the following criteria:

- ILOs articulate course expectations in language accessible to all students.
- Course content represents a range of diverse voices and experiences.
- Assignments offer students multiple ways to demonstrate their learning.
- Course technology enhances students’ ability to engage fully with learning.
- Course invites students to reflect on their learning in context of their broader curricular and lived experiences.

Courses developed and offered using this FTE shall be, in a sense, “proof of concept,” with the expectation that in most cases the faculty members involved are committed to working with their chairs or program directors and the Provost to identify means for offering the course regularly, should the experiment be successful.

The department chair or program/concentration director and the appropriate Associate Dean(s) must endorse the proposal. New courses must pass through the usual course approval process with the Curriculum Committee before being offered.

There is a single round of proposals annually. Proposals should be submitted via [Google form](#) to the Dean of the College by **October 15, 2021**. Proposals will be reviewed within four weeks of the deadline by a committee composed of an Associate Dean, the Director of the Center for Innovation in the Liberal Arts, and a representative from the Curriculum

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Committee. This group will make recommendations to the Provost for final awards. In the case of proposals for an off-campus study or a First-Year Experience course, the directors of International and Off-campus Study or the Writing Program will provide guidance.

Information about this and other faculty development opportunities available at St. Olaf can be found on the Dean of the College [Professional Development webpage](#).

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