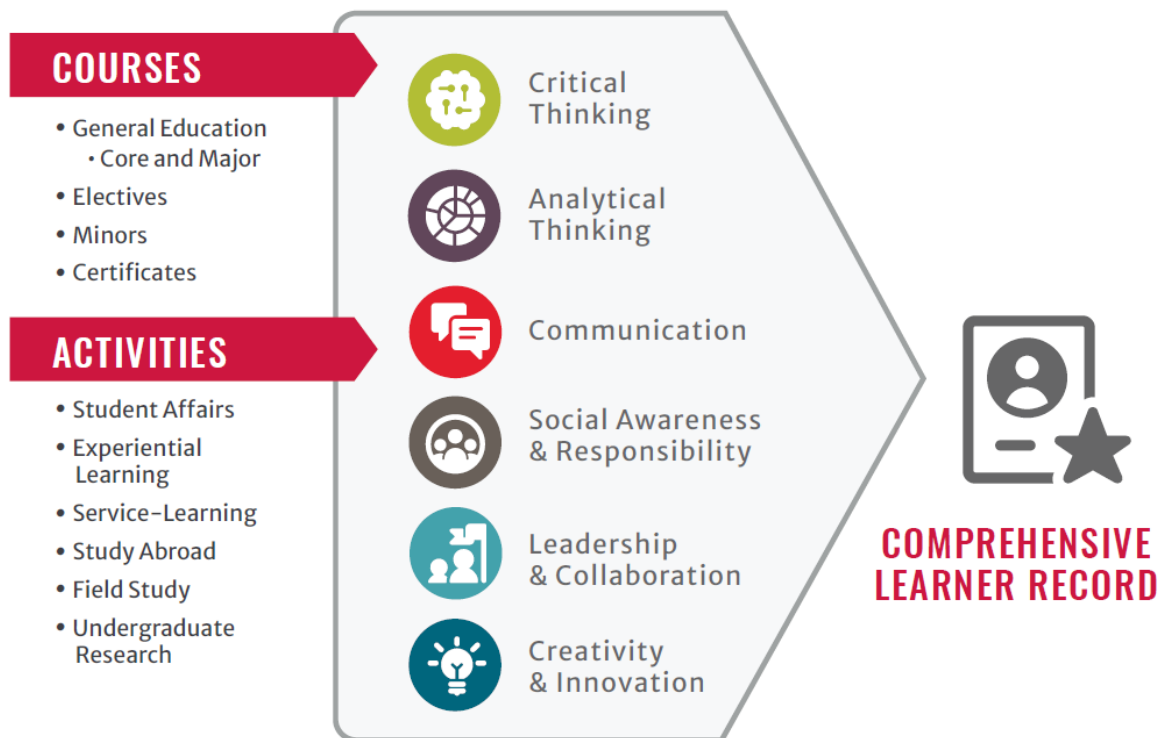




This reference guide will explain the process for submitting courses for Institutional Competencies using the online course approval system, CAPA.

This process will support the Comprehensive Learner Record, or CLR, at the University of Georgia.

The CLR is designed to highlight students' validated competencies and achievements that they have acquired through their UGA coursework and activities. Courses and activities that are approved for the Institutional Competencies will be displayed in the CLR. For the CLR to be as robust as possible for our students, we encourage as many courses as possible to be submitted through these new CAPA processes.



To navigate to the Institutional Competency Tab when submitting a Course Change Proposal:

STEP 1: Login to CAPA:

- Go to capa.uga.edu
- Select the "Create or Change a Course" link



Submit a Course

Ready to create a new course or need to change an existing course?
Click below to get started.

CREATE OR CHANGE A COURSE



- Log into CAPA with your UGA MyID and Password

STEP 2: Open a Course Change Proposal

- Select your Unit and your Role within the Unit

UNIT

Biological Sciences

ROLE

Select a Role

Select a Role

Department Course Initiator

Department Staff

Department Head

TASK

STEP 3: Adding Course Objectives and Expected Learning Outcomes to the Syllabus tab that are required for use in the IC tab when working on a Course Change Proposal

- Select "Begin a Course Change/Deletion Proposal" from the "Task" dropdown

TASK

Select a Task

Select a Task

Begin a New Course Proposal

Begin a Course Change/Deletion Proposal

Work on an Unfinished Course Proposal

Proposals Returned for Initiator Action

- Choose the relevant course you wish to edit from the list beneath the selected prefix and select "Begin Proposal":

BEGIN A COURSE CHANGE PROPOSAL

BIOL - Biology

SELECT ONE COURSE TO CHANGE OR DELETE

BIOL 1103

Course change or deletion in progress

BIOL 1103L

BIOL 1103E

BIOL 1104

BIOL(FANR) 3460

BIOL(WILD) 3700W

BIOL 3710L

BIOL 3720L

BIOL 3900

BIOL 3900H

BIOL 3910

Begin Proposal

- Select the "Institutional Competency" checkbox under "Select the Fields You Would Like to Change", then click "Proceed":

SELECT THE FIELDS YOU WOULD LIKE TO CHANGE (INSTRUCTIONS):

- Course ID
- Course Titles
- Course Description
- Additional Requirements for Graduate Students
- Grading System
- Credit Hours and Lecture/Lab/Discussion Hours
- Non-Traditional Format
- Repeat Policy
- Equivalent Courses
- Required Prerequisites
- Prerequisite or Corequisite Courses
- Corequisite Courses
- Primary Delivery Mechanism
- Course Will Be Offered
- Course Objectives

Per University Curriculum Committee request, new course and course change initiators should consult the Center for Teaching and Learning's resources on Student Learning Outcomes (SLOs) before developing and revising course objectives/expected learning outcomes.
Course Objectives: The course objectives should be revised to reflect Student Learning Outcomes for the course.
[Center for Teaching and Learning Course Learning Outcomes Guide](#)

- Topical Outline

Topical Outline: For improved assessment, please revise the topical outline into the new format with individual fields provided.

- Honor Code Reference
- Experiential Learning
- Institutional Competency

To **DELETE** this course, click on the Delete Course button located under the Proceed and Cancel buttons below.

- Navigate to the top of the Course Change Proposal page and select the "Syllabus" tab:

[View Proposal in New Window](#)

COURSE CHANGE PROPOSAL **BIOL 1104**

- Enter Course Objectives and Expected Learning Outcomes for the course in the relevant “Proposed” section of the “Syllabus” page
- Use the “+” button below each text box to make a new text box for additional Objective/Outcomes. Without these Objectives/Outcomes listed, the IC tab will not populate correctly:

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

CURRENT:

This course provides non-science majors with an overall idea of how evolutionary and ecological processes work and shape organisms and their interactions with the environment. This course introduces the value of scientific knowledge by letting students apply basic biological concepts to scenarios that relate to their own health and wellness or the health of the natural communities around them. By the end of this course, students will be able to analyze and apply scientific information to everyday situations, analyze figures and communicate their results, critically examine information, and solve problems using facts. This course aims to provide society with citizens who can incorporate facts into their everyday decision-making.

Environmental Awareness Statement:

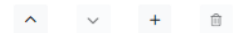
Human activity has altered and continues to dramatically alter the natural environment. Organismal Biology teaches the general concepts of heritable diversity in how individuals and populations respond to environmental stressors, including heat, dehydration, and environmental pollution. By linking the evolution and distribution of this diversity to observed and predicted changes in the environment caused by accelerating biogeochemical and other nutrient cycles, the course will explore through specific and generalized examples how species respond to this change by shifting their distribution, phenotype, or abundance.

PROPOSED: (each line's limit is 4000 characters)

Learning Objective 1



Learning Objective 2



- Navigate to the top of the Course Change Proposal Page, and select the “IC” tab:

[View Proposal in New Window](#)

COURSE CHANGE PROPOSAL BIOL 1104

[Course Info](#)

[Equivalent Courses](#)

[Pre/Coreq](#)

[Primary Delivery](#)

[Syllabus](#)

[EL](#)

[IC](#)

[Course Change/Deletion](#)

STEP 4: Adding Institutional Competency Information for the Course:

- Select the checkboxes of the relevant Course Objectives and Expected Learning Outcomes from the "Syllabus" tab within all six listed Institutional Competencies, expanding the sections as needed.

The Institutional Competencies are:

- Critical Thinking
- Analytical Thinking
- Communication
- Social Awareness & Responsibility
- Creativity & Innovation
- Leadership & Collaboration

INSTITUTIONAL COMPETENCY (IC)

INSTITUTIONAL COMPETENCY INSTRUCTIONS

[University of Georgia Institutional Competencies](#) 

[Examples of Courses and Co-Curricular Experiences that Meet an Institutional Competency](#) 

IC Form Guidelines: In order to map your course to individual Institutional Competency learning outcomes, please select the appropriate course learning outcomes check boxes listed below (check all that apply).

Critical Thinking

CRITICAL THINKING

The ability to pursue and comprehensively evaluate information before accepting or establishing a conclusion, decision, or action.

IC Learning Outcome: Consider, engage, and analyze opposing viewpoints or arguments

Course Learning Outcomes:

- Course objective 1
- Course objective 2

IC Learning Outcome: Evaluate the credibility of information

Course Learning Outcomes:

- Course objective 1
- Course objective 2

IC Learning Outcome: Support one's own conclusion, decision, or action with sound reasoning and judgment

Course Learning Outcomes:

- Course objective 1
- Course objective 2

IC Learning Outcome: Interpret inferences and develop subtleties of symbolic and indirect discourse

Course Learning Outcomes:

- Course objective 1
- Course objective 2

STEP 5: At the bottom of this page, provide a description of how the course/experience content and activities address the selected competency or competencies in the provided text box.

Please provide a description of how the course/experience content and activities address the selected competency(ies):

Enter description of course experience and how it matches the competencies here.

To display a preview of the course in a new window that does not have text boxes and will allow you to print a copy of the proposal, click the “View Proposal in New Window” option at the top of the proposal page.

Biological Sciences / Department Course Initiator / Begin a Course Change/Deletion Proposal

BACK BUTTON HAS BEEN DISABLED

AUTO SAVED AT 1:46:59 PM

[View Proposal in New Window](#)

To copy a link to the proposal, click the icon in the top right corner of the page.

- This copy function will allow you to share the course proposal that is in progress at the Initiator level. Once the course is submitted forward, the proposal will be viewable in CAPA Browse.

COURSE CHANGE PROPOSAL



STEP 6: Save the Course Change Proposal for later editing, or submit the Course Change Proposal along in the normal approval workflow for further review:

SAVE OR SUBMIT

One of the following must be selected:

- Temporary Save
- Submit to Department Staff
- Submit to Department Head

[Proceed](#)