

**Proposal Process for  
General Education Courses  
Sonoma State University  
Fall 2018 – Fall 2019  
Effective September 15, 2018**

## **REVIEW PROCESS**

The initiator of the proposal (the “proposer”) is responsible for bringing a complete proposal document to the relevant department for department review.

### **Proposer: create a proposal document with the following items:**

1. A proposal document adhering to the template below.
2. Sample syllabus conforming to SSU Course Outline Policy, <http://www.sonoma.edu/policies/course-outline> If a course is taught by multiple faculty, include a “model syllabus”, and one of the following: (1) syllabi from all instructors currently teaching the course, or (2) a course guideline document that applies to all course sections.
3. A draft of the Master Catalog Copy Change Form (MCCCF). No signatures are needed.

#### *Part I. Curricular Development*

##### **1. Department Review**

**Proposer: route the proposal to the Chair of the Department in which the course will be offered or, depending on that department’s review process, to the Chair of the Department’s Curriculum Committee.**

After the successful completion of the Department’s review process, the Department Chair uploads the following to the curricular electronic routing process (currently [curriculum@sonoma.edu](mailto:curriculum@sonoma.edu));

- a. The completed MCCCF with the department chair’s signature added.
- b. The proposal document.

##### **2. General Education Subcommittee Review**

All MCCFs will be posted on a website accessible to University faculty.

The GE Chair will add the proposal to an upcoming agenda. Proposers will be expected to present their proposals to the GE Subcommittee at a first and second reading. Proposers should expect subcommittee members will reach out to disciplinary faculty for appropriate advice.

**Proposer: After successful review by the GE Subcommittee, the GE Subcommittee Chair adds the following to the proposal packet:**

- a. A letter of recommendation from the Chair of the GE Subcommittee. The GE subcommittee will focus on the degree to which a particular course proposal fits the GE program’s goals and objectives.

### **3. School Curriculum Committee Review**

**The Chair of the Curriculum Committee for the School in which the course is housed brings the proposal packet to review by the Committee. After successful review by that committee, the Chair of the Curriculum Committee adds the following to the packet:**

- a. A detailed letter of recommendation from the Chair of the School Curriculum Committee [Does the course fit the curricular goals and objectives for the school? Is it internally consistent? Are the assignments and assessment strategies reasonable?]

*Part 2. Administrative Support*

### **4. Dean Review**

**The Dean reviews the proposal packet to insure that resources and staff are available to support the course. After successful review, add the following to the packet:**

- a. The MCCCCF with the Dean's signature added.

### **5. Academic Affairs Review**

**P Academic Affairs is responsible for insuring that any courses adhere to Title 5 requirements, the right CS code is chosen and the date of implementation is correct.** The proposer should alert the Chair of EPC to status of the proposal at this point so preparations may be made for adding it to an upcoming EPC agenda.

**Proposer: After successful review by Academic Affairs, add the following to the proposal packet:**

- a. A copy of the MCCCCF with the Academic Affairs signature added.

### **6. Educational Policies Committee Review**

The proposal will typically be added to the EPC agenda as a consent item if the GE recommendation was unanimous. Any EPC member may then ask for the item to be moved off the consent calendar and onto the agenda as a business item. A proposal may also be placed directly on the EPC agenda as a business item at the discretion of the EPC Chair.

EPC has final approval authority on GE courses. If a course is approved, the EPC chair will sign the MCCCCF. Upon approval from EPC, the course is slated for addition to the course catalog.

# PROPOSAL DOCUMENT TEMPLATE

## **1. Proposed Catalog Copy Information**

Department, course number, title, number of units, GE area, and course description (same as MCCCCF description). If this course also serves as a major course for the department or meets a program or department requirement, it should be made clear on the MCCCCF.

## **2. Additional Course Details**

- a. Explain how it will be staffed. For example, will it be taught by a single faculty member, will it be co-taught, or will it include teaching assistants or other support personnel?
- b. Describe projected enrollment, including the length (semester or year-long), frequency (once per year? Once per semester? Once every other year?), and size of course sections (lecture and discussion).

By submitting this course for review, you agree to participate in regular assessment of student learning for the GE program. Such assessment could range from requests to submit examples of student learning (with appropriate permissions) to the development of shared rubrics for assessment of student work. Remember that all GE courses are subject to regular review (most likely every five years).