New GE Course Proposal

Review Process

Proposers will be asked to present their proposals to the GE subcommittee. The GE subcommittee will review proposals and forward its recommendations to EPC.

Please Attach the Following to the Proposal Document:

a. Master Catalog Copy Form, including signatures by the Department Chair and School Dean
b. Comments from appropriate school curriculum committees
c. Sample syllabus conforming to SSU Course Outline Policy, available on the SSU web site. 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.

PROPOSAL DOCUMENT TEMPLATE

I) Proposed Catalog Copy Information

Department, course number, title, number of units, GE area, and course description (up to 50 words)

II) Course Content

a. List the course learning objectives

b. Explain how the course meets the specific sub-area learning outcomes of the GE area (up to 100 words per objective). (See: http://www.sonoma.edu/senate/committees/ge/LGOs_new.html)

c. Briefly (up to 100 words) provide a rationale for why this course is appropriate for the GE curriculum.

III) Course structure, staffing, scheduling and impact

a. Describe how the course will be structured. For example, will it be a lecture or discussion oriented class? Will it include a lecture and multiple discussion sections?

b. Explain how it will be staffed. For example, will it be taught by a single faculty member, or will it be co-taught, or will it include teaching assistants or other support personnel?

c. Describe projected enrollment, including the frequency of course offerings and class sizes

d. Explain how this scheduling is expected to affect other courses in the same GE subarea.

IV) Impact on major

Explain how this course fits into the broader curriculum and majors within your Department. For example, will it satisfy major requirements or electives for any of these programs?