GE Course Modification Form

**Purpose and Review Process**

Minor changes to a course that do not impact curriculum, such as cosmetic changes in course titles, should be documented on a Master Catalog Course Change Form and submitted to the Chair of the Education Policies Committee. If the EPC Chair determines that review by the GE Subcommittee is required, proposals will be forwarded to the GE Subcommittee.

Substantive curricular changes, such as a change in unit number or a change in course content that justifies a change in the catalog description, should use this form. The complete packet, including all attachments, should be submitted to the Chair of the GE Subcommittee. Proposers may be asked to present their proposals to the GE subcommittee. The GE subcommittee will 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 of previous version of the course
- d. Sample syllabus of proposed version of the course, conforming to SSU Course Outline Policy

**PROPOSAL DOCUMENT TEMPLATE**

I) **Catalog Copy Information**

Department, course number, title, number of units, GE area, and course description (up to 50 words) for both the new and old course (if changes are being made).

II) **Rationale for the Proposed Change (up to 50 words)**

III) **Course Content**

   a. List the course learning objectives, and describe whether and how these objectives are different in the proposed modification

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

IV) **Course structure, staffing, scheduling and impact**

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

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

   c. How might the change in this course affect enrollment in this course and in GE courses in the same GE area?

V) **Impact on major**

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

   b. How does this change impact the major?