Proposal Process:

Permanent General Education Courses

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. Potential outcomes include approval for permanent GE status, approval for experimental GE status, or no approval.

Petitioners are responsible for routing the proposal packet through the following levels of review:

Department > Dean > School Curriculum Committee(s) > GE Subcommittee > Academic Affairs > Educational Policies Committee

Please Include the Following in the Proposal Packet:

a. A Master Catalog Copy Change Form (MCCCF), including signatures of the Department Chair and School Dean. Note that the MCCCF must be approved by Academic Affairs before going to EPC.

b. A detailed letter of recommendation from the chair of the School curriculum committee in which the course is housed.

c. Comments from the chair of the curriculum committee(s) of all schools that have course(s) in the subarea for which the course is being proposed. You may be required to present the proposal to these committees. Consult the most recently posted GE pattern to determine which School curriculum committee(s) to contact.

d. 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.

e. A proposal document adhering to the template below.

PROPOSAL DOCUMENT TEMPLATE

I) Proposed Catalog Copy Information

Department, course number, title, number of units, GE area, and course description (same as MCCCF description).

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 in question.
   See: http://www.sonoma.edu/senate/committees/ge/LGOs_new.html

c. Briefly 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, will it be co-taught, or will it include teaching assistants or other support personnel?

c. 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 offerings.

d. Explain how the projected scheduling, structure and enrollment 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?