Instructions for Proposing a Course for the General Education Program

General Education courses are opportunities to teach the fundamental ideas, methods and perspectives of your discipline to students who may never take another course in the field. In evaluating course proposals for listing as part of the General Education Program, the Committee on Academic Programs and Policy (CUAPP) applies three criteria:

1. The course provides an orientation suitable for non-majors to the way learning takes place in your field.
2. The course will be offered regularly (ideally once per year; at least three times every five years).
3. The content of the course matches the goals for its General Education General (Core) or Special Subject Area Requirement as defined below:

General Education General Subject (Core) Area Designation

Area C: Science, Mathematics, and Technology -- Provides an understanding of the methods and applications of science and mathematics and fundamental knowledge about the biological and physical worlds.

Area D: Social Sciences -- Provides an understanding of what determines or influences the behavior and beliefs of individuals and groups.

Area E: Civilization and Thought -- Provides a perspective on civilization through the study of human history and thought. **Specify Area E sub-area:**
    E-1: Western Civilization -- course is concerned specifically with Western Civilization.
    E-2: World Civilization and Thought -- course focuses on either Western or non-Western cultures, together with studies of major categories of human thought, which may be approached analytically rather than historically.

Area F: Arts -- Develops an appreciation of the arts through historical study, analysis of master works, and aesthetically creative activity.

Area G: Literature -- Develops an appreciation of literature through historical study, analysis of master works, and aesthetically creative activity.

General Education Special Subject Area Requirement

Non-Western Culture Requirement (NWC) – Course focuses on a non-Western culture.

Ethnicity Requirement (ETH) – Course concentrates on the intellectual, social, and cultural experiences and the history of one of the following: Native Americans, African Americans, Chicanos/Latinos, Asian Americans, or a course that provides a comparative and integrative context for understanding the experiences of oppressed and excluded racial minorities in the United States.

Quantitative Relationships Requirement (QNT) – Course emphasizes quantitative relationships.

Writing Requirement (WRT) – Course integrates intensive writing with the opportunity for students to receive written or oral feedback on their paper(s). Writing courses must require one to three papers *totaling at least 1,800 words* (6 pages at 350 words/page) exclusive of elements like footnotes. Please note that more than three shorter assignments with a higher word total do not qualify, nor do timed writing pieces, such as midterms and finals. Papers must give evidence of sustained exposition. To fulfill this aspect of therequirement, three or fewer of the required papers must together total at least 1800 words. Where appropriate, papers should give students some experience participating in the discourse of the discipline. The papers should be a significant consideration in the assessment of student performance in the course and should constitute *at least 25% of the course grade*.

Additionally, courses approved for General Education General (Core) Subject Area Requirements should be **open to non-majors on the first registration pass** and the course **may not have prerequisites**, with the exception of one other GE-approved course (intended for sequence courses). A current **syllabus must be publicly available** so that prospective students can evaluate the course to decide whether it is one they would like to take. Syllabi can be posted on or linked to from a Senate General Education web site, or maintained on file in a department office.

Please see reverse side for checklist.

Checklist for completing a General Education Program Course Proposal

☐   Provide ALL of the requested Course Information. (Incomplete applications will be returned to the Department.)

     ☐   Include the **catalog description** and attach a **syllabus** for the course to your General Education Program Course Proposal. If a course is new and not yet included in the current catalog, attach a copy of the **Undergraduate Course Request** and a draft syllabus that includes the following information:
- Course name, number, and proposed Instructor;
- Required and recommended readings with author(s) or editor(s), and publication information;
- Description of course requirements, including papers, homework, exams, and in-class reports, with due dates and weighting toward final grade;
- Schedule of lecture/seminar topics and discussions.
- If **writing requirement approval** is requested, explain in detail the writing assignments that will be used to fulfill the writing requirement, including the number of assignments, stylistic expectations, length of each assignment (i.e., the number of words or pages), approximate due dates for each assignment, an explanation of how students will receive feedback on their writing, and the proportion of the course grade accounted for by each assignment.

     ☐   Explain how the syllabus for this course will be made publicly available to prospective students at the time of registration. If you would like to post it on the Senate's General Education web site, please let us know. General Education course syllabi may also be kept on file in a department office.

☐   Provide faculty and department staff member contact information.

☐   Indicate the requested action(s) on page 2. Be sure to include the requested effective date. As a rule, retroactive approvals will not be granted. If retroactive approval is requested, the instructor or department must provide a explicit written justification for the request. Requests to remove GE General Subject Area Designation or Special Subject Area requirements will not be approved for a given quarter once the quarterly Schedule of Classes for that quarter has gone to press.

☐   Have the Department Chair review and approve the General Education Program Course Proposal form and submit one copy of your signed original to:
Academic Senate Office, attn: CUAPP, Girvetz 1223, mail code 3050.

General Education Course Proposal

Course Information

Please provide ALL of the requested information about the proposed General Education course.

Subject code & number: _____   Cross-listed as: _____

Course title: _____   Units: _____

Catalog description:

Quarters during which course will be taught over the next 4 years (summer sessions may be included; see instructions, #2):

Qtr/year: _____   Qtr/year: _____   Qtr/year: _____   Qtr/year: _____   Qtr/year: _____

Please list the instructor(s) who may or will teach this course:

_____   _____   _____   _____

Course prerequisites (if any): _____

Master course approval status (please check one):

☐ New course – Request submitted on _____ OR Approval granted on _____

☐ Existing course – Last taught: _____ (qtr/year) _____ (qtr/year) _____ (qtr/year)

Copy of **course syllabus** attached: ☐Yes ☐No

How will the syllabus for this course be made publicly available? (see instructions)

   URL of website: http://_____

   Other: _____

Departmental Contact and Approval

Please indicate the faculty and department staff members to contact in case more information is required to evaluate this General Education course proposal. The department chair must also review and endorse the request.

Staff Contact: _____   Email: _____   Phone: _____

Faculty Contact: _____   Email: _____   Phone: _____

Chair: _____   Email: _____   Phone: _____

_____   _____
Chair's signature   **date**

Please send the original, signed Course Proposal form to the Academic Senate, attn: CUAPP, Girvetz 1223, mail code 3050.

| 4th Year Review | | | | % non- | | |
Instructor title	Taught (Qtr/Yr)	Syllabus avail?	Enrollment	majors	ESCI I	ESCI II

Requested Action(s):

Request to add or remove General Education *General* Subject (Core) Area eligibility:

☐Add to: ☐Remove from: ☐ Area C ☐ Area D ☐ Area E-1 ☐ Area E-2 ☐ Area F ☐ Area G

Note: Applications for more than one GE area are strongly discouraged and may delay the approval process.

Requested effective date: _____ (qtr/year) **Note: retroactive effective dates must be justified on a separate sheet**

Justification: For new General Education Subject Area proposals, please explain why this course belongs in the proposed area. In your justification, please indicate the specific ways in which the basic concepts, discourses, theories, methodological issues, and/or analytical tools of the requested core area are addressed in this course. See page 1 of Instructions for General Subject Area definitions. *Attach an additional sheet if necessary.*

General Education courses must be appropriate for students who have never taken and may never take another course in this field. What prior knowledge and or skills (beyond UCSB admission requirements) do students need in order to succeed in this course?

CUAPP Decision:

☐ Request approved for GE General Subject **Area** _____ **Effective** _____ (qtr/year)

☐ Request denied   Comment: _____

Request to add or remove *Special* Subject Area eligibility:

☐Add to: ☐Remove from: ☐ Writing ☐ non-Western Culture ☐ Ethnicity ☐ Quantitative Reasoning

Requested effective date: _____ (qtr/year) **Note: retroactive effective dates must be justified on a separate sheet**

Justification: For new General Education Special Subject Area proposals, please explain why the course is appropriate for the requested designation(s). If **writing requirement** approval is requested, list the writing assignments that will be used to fulfill this requirement, including the number of writing assignments, stylistic expectations, length, due dates, an explanation of how students will receive feedback on their writing, and percentage of grade accounted for. Please also indicate the number of words or pages required (we assume 350 words per page). *Attach an additional sheet if necessary.*

CUAPP Decision:

☐ Request approved to: ☐Add ☐Remove **Writing requirement** eligibility Effective _____ (qtr/year)

☐ Request denied   Comment:

Writing Program Representative Signature: _____ Date _____

☐ Request approved to: ☐Add ☐Remove ☐ **NWC** ☐ **ETH** ☐ **QNT** Effective _____ (qtr/year)

☐ Request denied   Comment: _____

CUAPP Chair's signature: _____ Date _____