

Protocol for Reviewing and Approving Courses for Area F Ethnic Studies

Courses considered to be included in Area F: Ethnic Studies: must be approved by the University Ethnic Studies Committee. Courses reviewed must receive a majority vote by voting members of the UESC.

Course proposals by non-Ethnic Studies departments must collaborate with a department and program within Ethnic Studies (AFS, APP, CHS or NIS). Written authorization from a department or program in Ethnic Studies must accompany course proposal(s). Cross-listed courses must have the prefix of a department in Ethnic Studies (AFS, APP or CHS).

Approved course will be submitted to the General Education Committee (GEC) and the University Curriculum Committee (UCC) for review and approval.

Proposal Process

Originator/Department: Faculty member(s) must consult and receive approval from an Ethnic Studies Department Chair or Program Coordinator/Department Curriculum Committee to submit course proposal(s) to be reviewed for implementation into Area F: Ethnic Studies. Department Chairs/Program Coordinator, in consultation with Dean, must produce an impact statement. This impact statement will be included with the proposal throughout the approval process, but any concerns raised by the dean will be addressed at the Provost/Academic Affairs level; curriculum committees are not responsible for addressing or considering these issues and discrepancies and instead will be focused on curricular matters only. Proposals must be accompanied by written authorization from an Ethnic Department/Program (AFS, APP, CHS or NIS) throughout the approval process. Course proposals must also include:

- Course description & pre-requisites (catalogue copy)
- Number of units
- Student Learning Outcomes (SLOs)
- Course title, description (including student learning outcomes, sample assignments, & list of potential texts for each course—in order to demonstrate disciplinary perspectives and how outcomes are being supported/addressed
- Learning Outcomes Matrix (SLOs to PLOs)
- Grading method
- Mode of instruction
- Pre-requisites/Co-requisites
- Enrollment restrictions

- Cross-listing
- Resources required
- Predicted enrollment & number of sections

**Note the Chairs' impact statement will need to be signed by the Dean, indicating that consultation with the Dean has occurred, and there should be a space for the Dean to make any comments.

Course Proposal Flowchart

