

2019-2020 Curriculum Proposal Deadlines

This document describes important deadlines and processes that may be of relevance if you or your department plan to change, develop, or delete courses and/or programs during the 2019-2020 academic year. It also has information pertinent to the rollout of our new GE program.

All deadlines in this document are for EPC. Please ensure that materials are submitted in time for review at **all** required levels **prior** to arriving at EPC by the dates indicated. These deadlines are firm and subject to agenda availability. Submission information is described below.

It is your responsibility to calculate when you need to start in order to visit other committees (GE, graduate studies, school) or signatories (Academic Programs, deans). If you need help with planning/scheduling or if you have any questions about any of these process please let me know!

Jenn Whiles Lillig, EPC Chair: whilesli@sonoma.edu

CONTACT INFORMATION

- The SSU Curriculum Guide, with descriptions of all the processes and forms associated with curriculum development, revision, and deletion, can be found at:

[Link to SSU Curriculum Guide: http://web.sonoma.edu/aa/curriculumguide/](http://web.sonoma.edu/aa/curriculumguide/)

- Faculty governance committee meeting dates can be found at:

[Link to committee meeting dates:](#)

<http://senate.sonoma.edu/memberships-and-meeting-dates/meeting-dates>

- If you would like to contact your school representatives to faculty governance committees, faculty governance committee membership can be found at:

[Link to committee memberships:](#)

<http://senate.sonoma.edu/memberships-and-meeting-dates/epc>

- The University Studies Curriculum Committee meets in Stevenson 2011:

Fall 2019: **9/20, 10/18, 11/15, 12/20**

Spring 2020: **1/19, 2/21, 3/6, 4/17, 5/15**

- Contact information for school-level curriculum committees, including SEIE, can be obtained through the school offices.

CURRICULUM/COURSE APPROVAL FORMS, TRACKING, and CURRICULOG

We will be starting the year utilizing the same MCCCCF course forms and Curricular Change Forms that we have used in the past. These can be found at:

[Link to course and curricular change forms: http://web.sonoma.edu/aa/formsrouting.html](http://web.sonoma.edu/aa/formsrouting.html)

During the fall semester, we are expecting to utilization of our new Curriculog system. You will receive e-mail notification at that time. If you have already submitted old forms into the system for approval, Academic Programs will convert them into the Curriculog system for you. Otherwise you will need to do your forms entirely in Curriculog.

- Curriculog Training

Training for this system is available in a variety of different ways. Kari Manwiller, our Curriculog specialist, will provide training for chairs at the beginning of the fall semester. Kari has also created an online Curriculog tutorial you can access through your Canvas dashboard. We had our training and found it to be quick and user friendly! You can also contact her directly with questions or to schedule a drop-in:

Contact information for Kari Manwiller:

E-mail: manwille@sonoma.edu

Phone: 664-4229

- Approval Workflow:

Workflow for GE courses begins at the department and then goes directly to the GE Subcommittee. Approved courses then return to the sponsoring school for review by the school curriculum committee and dean before being scheduled at EPC. All other courses proceed through the individual schools first and then transition to faculty governance (Graduate Studies Committee or directly to EPC).

EPC DEADLINES FOR NEW COURSES AND COURSE REVISIONS (for scheduling purposes):

New/ Revised Courses (SEIE) for **Winter 2019**: Must be received by the EPC chair by **Sept 9, 2019**.

New/ Revised Courses (Stateside) for **Spring 2019**: Must be ready for EPC by **Sept 24, 2019**.

New/ Revised Courses (SEIE) for **Summer 2019**: Must be received by the EPC chair by **TBD**.

New/ Revised Courses (Stateside) for **Fall 2019**: Must be received by the EPC chair by **Feb 25, 2020**.

NOTE ON SCHEDULING DATES: Although often not necessary, receipt dates listed above allow two readings for new or revised courses.

NOTE ON CATALOG INCLUSION: Course additions, revisions, and deletions not tied to program revisions (and not intended for Winter '20 or Spring '20 scheduling) must also be **received by EPC by Oct 21, 2019** for the 2020-21 catalog.

NEW AND REVISED PROGRAM PROPOSAL DEADLINES:

- Declaration of Intent to Revise (Full or Minimal Adjustment), Add, or Discontinue Degree Programs or Academic Credit Certificates for Catalog Year 2020-2021
 - Must be submitted to the Office of Academic Programs and EPC by **4:30 pm, Sept 13, 2019**.
 - Send an email to:
 - Jennifer.whiles@sonoma.edu AND
 - curriculum@sonoma.edu and include the following information:
 - Department/Program
 - Type of Proposal
 - Proposed Semester of Implementation
 - Projected first availability to attend EPC (accounting for other signatory requirements)
- Once the proposal is reviewed by Academic Programs, proposers will receive instructions about processes and deadlines. Standard proposals will then need approvals from the Department, School Curriculum Committee, and Dean (and SEIE and Graduate Studies Committee, if applicable) **before** it can be agenda'd at EPC. Minimal Adjustment to Requirements Proposals proceed directly to EPC. All proposals must **be approved** by EPC by the end of the Fall semester, and subsequently approved by Senate, to be included in the following academic year's catalog.

NOTE on DEADLINE: Proposals must be fully signed off and **ready for EPC by Oct 21, 2019** to ensure time for two readings at EPC prior to the end of the fall semester. Please remember that this is the *last* opportunity for potential fall approval to make catalog revisions 2020-2021 and agenda priority will be first come, first serve. **Proposals that do not follow the declaration process and deadlines risk having implementation dates delayed beyond those proposed.**

NOTE ON DISCONTINUANCES: EPC determines the specific review process for discontinuance proposals and timelines may vary.

NEW GE IMPLEMENTATION, OLD GE TEACHOUT

All courses requesting GE credit under our new GE program must be approved under area and subarea specifications. Last year faculty developed content area criteria and approved courses for offering in Areas A1, A2, B4, E, and upper division B. As shown in the table below, this year we will continue to accept course proposals in these areas and this year we will develop criteria and begin the approval processes for the remaining A-E distribution areas and freshman learning communities.

Fall Semester 2019	Spring Semester 2020
<p>Develop content area criteria for distribution areas: A3, B1, B2, B3, C1, C2, and upper division C</p> <p>Develop content area criteria for freshman learning communities</p> <p>Continue course approvals for distribution areas: A1, A2, B4, upper division B, and E</p>	<p>Develop content area criteria for lower and upper division Area D</p> <p>Course approvals for distribution areas: A3, B1, B2, B3, C1, C2, upper division C</p> <p>Approval of freshman learning communities for Fall 2020 offering (see approval deadline below)</p> <p>Continue course approvals for A1, A2, B4, upper division B, and E</p>
Fall Semester 2020	Spring Semester 2021
<p>Develop content area criteria for overlay courses in Critical Race Studies, American Institutions, and Writing Intensive Courses (WICs)</p> <p>Develop content area criteria for sophomore learning communities</p> <p>Course approvals for distribution areas: lower and upper division D</p> <p>Continue course approvals all distribution areas</p>	<p>Approval of overlay courses in Critical Race Studies, American Institutions, and Writing Intensive Courses (WICs)</p> <p>Approval of sophomore learning communities for Fall 2021 offering</p> <p>Develop content area criteria for overlay courses in sustainability and global awareness for use in course approvals beginning Fall 2021 and offering starting in Spring 2022.</p> <p>Continue course approvals in all distribution areas</p>

The GE Implementation & Teachout Plan is also available at ge.sonoma.edu.

NOTE on FIRST OFFERING:

- After course approval, the semester for the first offering of the course will be determined based on the approval time with respect to semester scheduling requirements. See the approval deadlines above.
- Once a course is approved in the new format, it may not be offered under the previous format unless discussed/approved as part of the approval process at EPC.

NOTE on TEACH OUT: You may continue teaching a GE course as is (content, units, etc) UNTIL classes from the distribution area for your course are called for approval. After approval of new courses in a distribution area begins “old format” GE course offerings like UD E will continue to be phased out based on student-need for students under the original GE program or the 2018-2020 GE programs. Offering of these “old format” courses as part of the teach-out plan will be fully completed by Summer 2021. At that time, any remaining students unable to meet their catalog requirements with courses in the new GE program will be supported by course substitutions or waivers on a case-by-case basis. Also at that time, “old format” courses (i.e., courses that have not been approved to be taught in the new GE program) will be removed from the GE curriculum, although not necessarily from the SSU catalog.

PROGRAM CHANGES IN RESPONSE TO GE OR CONTAINING GE COURSES

It may be that your department’s programs need to be adjusted to account for unit changes or content changes associated with the new GE program. To accommodate these potential changes, all programs have been assigned dates for attending EPC with those changes. These dates roll out across schools such that programs are being reviewed for changes after the GE distribution areas in which they primarily teach have been revised.

Dates for program reviews can be found in the approved GE curriculum materials (link above). For this academic year, departments in SST have been assigned the following dates for 1st and 2nd Readings at EPC:

- Biology, Chemistry, Computer Science; FEB 13 AND FEB 27, 2020
- Engineering, Geology, Nursing, Phys&Astr: MAR 12 AND APR 2, 2020
- Kinesiology, Math&Stats: APR 16 AND 30, 2020

Programs may also make additional changes to their programs at the same time they make GE-induced changes. However, departments should follow the program response schedule in order to ensure the catalog information for programs is congruent with changes in GE as they are implemented. Although approved in spring, these changes will still be included in a 2020-2021 catalog addendum.

- Only course forms for new or changed GE courses go to the GE Subcommittee for review. Program revisions as a whole do not.
- Departments wishing to make program changes not related to GE may continue to do so following the declaration plan as outlined above.

WAYS YOU CAN LEARN ABOUT AND PARTICIPATE IN GE

There will be several opportunities this academic year to learn about and participate in the development of GE related curriculum and assessment tools. A schedule of information sessions, workshops and forums for Fall 2019 is available at <https://ge.sonoma.edu/workshops>. Watch your email for information on GE Implementation Forums focused on topics like a GE overview, advising, and assessment. Also watch for faculty development opportunities to participate in GE Development Workshops focused on course content criteria for GE area distributions, the ins and outs of signature assignments, and the development of assessment rubrics.

The entire new GE program, including curriculum and implementation timelines, can be found at:

[Link to GE program details at ge.sonoma.edu](https://ge.sonoma.edu)

All GE Subcommittee and EPC Meetings are open. You can send feedback on proposed curriculum through your school representatives, through the committee chairs, or attend in person.