



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 four 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 course may not have prerequisites, with the exception of one other GE-approved course.
4. The content of the course matches the goals for its General Education General Subject (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: Culture and Thought – Provides a perspective on world cultures through the study of human history and thought.

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

World Cultures Requirement (WC) – Course focuses on a culture outside the European tradition.

European Traditions Requirement (EUR) – Course focuses on European cultures or cultures in the European tradition.

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* 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. 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 1233, 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:

Please list the next scheduled offerings of this course, summer sessions included, or provide an explanation regarding intended frequency of offering (see instructions, #2).

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

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

Course prerequisites (if any): _____

Open to non-majors on first registration pass: Yes No

Master Course Approval status (check one) New course – Request submitted 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: _____

Instructor 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.

| <i>4th Year Review</i> | | | | |
|-----------------------------------|-----------------|-----------------|------------|--------------|
| Instructor title | Taught (Qtr/Yr) | Syllabus avail? | Enrollment | % non-majors |
| | | | | |
| | | | | |
| | | | | |

Requested Action(s):

Request to Add or Remove General Education *General/Subject (Core)* Area Eligibility:

Add: Remove: Area A Area B Area C Area D Area E Area F Area G

Note: Applications for more than one GE area are rarely approved and require substantial justification.

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. *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: Remove: Writing World Cultures European Traditions 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 250 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 WC EUR ETH QNT Effective _____ (qtr/year)

Request denied Comment: _____

CUAPP Chair's signature: _____ Date _____