

2020-2021 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 2020-2021 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 processes please let me know!

CONTACT INFORMATION

Emily K. Asencio, EPC Chair: emily.asencio@sonoma.edu

- 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:](https://academicaffairs.sonoma.edu/academic-programs/curriculum-guide)

<https://academicaffairs.sonoma.edu/academic-programs/curriculum-guide>

- Faculty governance committee meeting dates can be found at:

[Link to committee meeting dates:](http://senate.sonoma.edu/memberships-and-meeting-dates/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)

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

- The University Studies Curriculum Committee meets in Stevenson 2011. The University Studies (Ad-hoc) Sub-Committee, though not currently part of faculty governance, will be reviewing University Courses and First Year Learning Communities prior to sending them to EPC. The 2020/2021 chair of USCC is Dr. Chiara Bacigalupa. Meetings are Fridays 11 -12:
 - Fall 2020: 9/18, 10/2, 10/16, 10/30, 11/13, 11/27 & 12/11
 - Spring 2021: 2/19, 3/5, 3/19, 4/2, 4/16, 4/30, & 5/14

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

CURRICULOG

All program and course changes, including new course proposals are initiated through Curriculog as described in the Curriculum Guide. Additional information about Curriculog can be found here:

<https://academicaffairs.sonoma.edu/academic-programs/curriculog>

- Curriculog Training

Training for this system is available in a variety of different ways. Kari Manwiller, created an online Curriculog tutorial you can access through your Canvas dashboard and is also hosting real-time work sessions. We had our training and found it to be quick and user friendly! You can also contact Kari directly with questions, to get work session times, or to schedule a drop-in:

Contact information for Kari Manwiller:

E-mail: manville@sonoma.edu

- Approval Workflow:

Workflow for GE courses begins at the department and then goes to Academic Programs for compliance review before going 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 2020**: Must be received at EPC in Curriculog by **Sept 7, 2020**.

New/ Revised Courses (Stateside) for **Spring 2020**: Must be received at EPC in Curriculog **Oct 22, 2020**.

New/ Revised Courses (SEIE) for **Summer 2021**: Must be received at EPC in Curriculog by **12/10/20**.

New/ Revised Courses (Stateside) for **Fall 2021**: Must be received at EPC in Curriculog by **April 22, 2021**.

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 '21 or Spring '21 scheduling) must also be **received by EPC by Feb 18, 2021** for the 2021-22 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 2021-2022
 - Must be submitted to the Office of Academic Programs and EPC by **4:30 pm, Sept 14, 2020**.
 - Send an email to:
 - emily.asencio@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 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 begins the approval processes for the remaining A-E distribution areas, freshman learning communities and second year experience content. If there are courses under the pre-2019 GE program that you know you will not be asking for approval for under the new GE program, please email academicprograms@sonoma.edu.

| 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 offerings 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) not approved under the new curriculum or in the approval process will be removed from the GE curriculum, although not from the SSU catalog unless a deletion is requested..

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:

- AMCS, ArtHist, ArtStudio, CALS, Communications: SEPT 10 AND SEPT 24, 2020
- English, French, Music, Philosophy, TheaterDance: OCT 8 AND OCT 22, 2020
- Spanish, LIBS/Hutchins, Education: NOV 5 AND NOV 19, 2020
- Anthropology, CCJS, GEP, GlobalStudies, History: FEB 4 AND FEB 18, 2021
- HumanDevelop, LIBS (Ukiah/Napa/Solano), PolySci, Psychology, Sociology, WGS: MAR 4 AND MAR 25, 2021
- Business, Economics: APR 8 AND APR 22, 2021

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 2021-2022 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

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.