

Proposed Core Designation Process
To be used during 2013–14

1. Spring 2013

- (a) Working Groups review and update the Proposal Evaluation and Recommendation Forms (PERFs).
- (b) CCC reviews and updates Proposal Form.
- (c) CCC reviews, updates and publishes the Designation Procedures.
- (d) All these items are available on the “Designation Procedures and Information” page on the CCC website.

2. May 1st:

- (a) Jim posts (revised) PERF’s, DP’s on CCC internal website.
- (b) Jim issues call to Program Directors and Department Chairs and faculty.
 - i. We welcome proposals of all Core-appropriate courses.
 - ii. Courses must have permanent or experimental status (via UEPC).
 - iii. For Artistic and SHC: the course should have no more than one Core-designated pre-requisite within that Goal. (For if the course has more, we don’t consider that to be ”core”).
 - iv. For Math and Science: the new course should not have a Core-designated pre-requisite from within that Goal.
 - v. For Pathways to Knowledge: the proposal must apply to all sections of the course.
 - vi. For Pathways to Knowledge upper-division courses: we expect an explanation why this course is (i) still appropriate for non-majors or (ii) is only appropriate for majors but is still appropriate for the core.
 - vii. For Engaging the World:
 - A. We encourage proposals to apply to all sections of the course. Course-level designations would apply to every section of the course until it is reconsidered for designation at some point in the future. All sections are responsible for meeting the appropriate learning outcomes of the goal.
 - B. We also welcome proposals from individual instructors, which would apply only to that instructor’s section of a course. When actually teaching a section of the course, the instructor is to submit an updated syllabus, and then their students will be eligible for satisfying the learning goal.
 - viii. For Writing in the Discipline: Departments and Programs who seek to have a course to allow their sophomores or juniors to fulfill Writing in the Discipline requirement should submit an proposal this cycle.

- (c) There will be no prep sessions, nor liaisons from the CCC to departments.
3. October 1st:
 - (a) Designation proposals to be electronically submitted.
 - (b) They are to include the proposal form, syllabus or syllabi, any necessary supporting documents. The syllabi must be current: that is, no 2009 syllabi with learning outcomes grafted on top.
 4. October 1st – November 1st :
 - (a) Working Group considers proposal
 - (b) Working Group chair responsible for corresponding with proposer, seeing that documents are kept up to date.
 5. November 1st
 - (a) Working Groups provide recommendation to CCC, supported by a brief rationale.
 - (b) CCC begins consideration of materials.
 6. January 1st: Designations finalized and announced.