

# AREA F PROPOSAL PROCESS CHECKLIST

Proposing an Area F course involves working collaboratively with the proposer, the proposer's Department Chair, the GE Area F Coordinator, Ethnic Studies Faculty Implementation Committee (ESFIC), and the Chair of the EWS Department.

The following checklist is to help streamline the process for submitting an Area F Ethnic Studies course proposal. As you proceed, please follow the Catalog/Curriculum Development Schedule of Activities and Deadlines.

## 1. PREPARATION

- Faculty interested in submitting an Area F course proposal should work in close collaboration with their Department Chair to determine whether a current or new course can be considered for an Area F Ethnic Studies Course.
- Review and familiarize yourself with the following documents: [AB 1460](#), [Area F](#), the [Ethnic Studies Core Competencies](#) the general process for curriculum development, and the Catalog/Curriculum Development Schedule of Activities and Deadlines. Historically, new GE course proposals need to be approved at the College level by the 8<sup>th</sup> week of instruction.

## 2. FACULTY REVIEW

- Per [Policy 1122](#), staffing for cross-listed courses must be jointly approved by the two Department Chairs each time the course is offered; for more information, please visit the Policy 1122 hyperlink.
- Once a faculty has been identified, please submit an abridged C.V. (1-2 pages) particular to Ethnic Studies and a cover letter (1 page) describing how the course meets the Area F Core Competencies to GE Area F Coordinator, Shayda Kafai (skafai@cpp.edu), the Chair of EWS, Jocelyn A. Pacleb (japacleb@cpp.edu), and cc: your Department Chair, College Curriculum Committee Chair, and Associate Dean.
- In addition to sending your materials to those identified above, please upload the Faculty Review Form to <https://forms.office.com/r/zpN6u0q4w1>

### **3. PREPARE THE AREA F COURSE PACKET**

- Prior to submission, faculty proposing an Area F course should work with their Department Curriculum Committee to ensure that the Expanded Course Outline (ECO) aligns with Area F.
- Create an Area F Ethnic Studies course packet: 1) Expanded Course Outline and 2) Course Syllabus.
- Submit the course packet to your Department Chair for review and approval.
- Initiate a consultation meeting via email with the Chairs of ESFIC and the EWS Department. *It is highly recommended to submit the packet and request the meeting by the 4<sup>th</sup> week of instruction.*
  - Chair of EWS: Jocelyn A. Pacleb (japacleb@cpp.edu)
  - Area Coordinator for GE Area F: Shayda Kafai (skafai@cpp.edu)
- Upload your Area F Course Packet here: <https://forms.office.com/r/wWhR89bNdE>
- Representatives from ESFIC will review the course packet and prepare their feedback prior to the meeting.
- The faculty proposing the course and their Department Chair meets with ESFIC representatives where recommendations are made to modify or approve the proposed course.
- Revisions and further communication can be completed via email, but please send another meeting request if needed.
- After responding to committee feedback, submit a final version of the ECO to GE Area F Coordinator for approval *prior to uploading the course onto Curriculog.*
- Upon approval, the Area F coordinator will send an e-memo confirming the approval of the proposed course to all interested parties (ESFIC, EWS department, the proposer's Department Chair, their College Curriculum Committee Chair, their Associate Dean, and ESFIC). Once the e-memo is received, the proposed Area F course can be uploaded in Curriculog.

### **4. CURRICULOG PROCESS**

- Be mindful of the GE deadlines set by the [Office of Academic Programs](#)—timelines are usually sent out at the start of the academic year. Refer to the Preparation section of this document.
- Once the course has been submitted on Curriculog, it goes to the Department Curriculum Committee for approval, then to the College Curriculum Committee, and lastly to the Academic Senate GE Committee. For a detailed approval list, please see the [Curriculum Guide, Chapter 1](#).

- The proposer of the Area F course might be contacted at any phase to make edits to the ECO.