TO: The Executive Committee
FROM: Semester Conversion Steering Committee (SCSC)
SUBJECT: Deadlines for Submission of GE and Overlay Courses for Review
PURPOSE: Information to the Executive Committee and the Academic Senate

ACTION REQUESTED: That the deadlines for submission of GE and Overlay courses for review, and adopted by the Semester Conversion Steering Committee, be provided as information items to the Executive Committee and Academic Senate.

BACKGROUND INFORMATION: The original Semester Curriculum Conversion Schedule called for General Education Course Conversion and Transformation to be completed by the end of Spring Quarter, 2016 and approved by the end of Fall Quarter, 2016. However, since the GE Learning Outcomes and Overlay requirements and learning outcomes were not completely approved by the Academic Senate until Spring 2016, this timeline could not be met.

It is critical that all courses seeking approval for GE and Overlays be approved by the end of Spring 2017 so that this information can be included in the Individualized Advisement Plans (IAPs). It is also planned to list the courses approved to meet these requirements in the 2018 University Catalog, which will be published in Summer 2017 (also necessary for the IAPs). This also requires that courses be approved by the end of Spring 2017. The submission deadlines below are necessary in order for the GE Subcommittee to complete its work by the end of Spring 2017.

DEADLINES FOR GE AND OVERLAY COURSE PROPOSALS: In order to ensure timely review of all GE and Overlay course proposals, the following deadlines must be met:

December 2, 2016 – All GE and Overlay course proposals must be approved by the Department.

February 10, 2017 – All GE and Overlay course proposals for courses that require college-level review (i.e. new courses that have not been previously reviewed as courses required for a degree program or service course) must be approved by the College Curriculum Committee.

Courses submitted after these dates will be reviewed subject to need (by GE area) and by time availability of the reviewers or review committees.