Submitting a Course Proposal to the FSCC and/or the CCC

Are you submitting a proposal for a NEW course?

Yes

No

IF Yes, is the proposal for a new course that is seeking a GE (CL, CH, CA, CF, CI, D, S, E, Q, P, FYS, FYW, FYOC, FYDT or EPW) attribute?

IF NO, are you submitting a proposal for an existing course that is seeking a GE (CL, CH, CA, CF, CI, D, S, E, Q, P, FYS, FYW, FYOC, FYDT or EPW) attribute?

Yes

No

Yes

IF Yes, then submit the proposal to BOTH the FSCC* (review of new course proposals) AND the CCC+ (review of GE attribute(s) for course proposals).*+

IF No, then submit the proposal to JUST the FSCC* (review of new course proposals). *

IF Yes, then submit the proposal to the CCC+ (review of GE attribute(s) for course proposals). +

* If you are submitting a proposal to the FSCC, please contact your Dean's office for proposal submission. Proposals will then be reviewed and posted to the FSCC bulletin board. Please note that, in addition to the FSCC review, the proposal will also be reviewed by a curriculum committee in your college.

\+ If you are submitting a proposal to the CCC, please complete the required cover sheet and then submit electronically to the Chair of the CCC at chair_ccc@scranton.edu. Proposals will then be distributed to CCC members for review.

Here is a brief overview of the CCC review process:

1. Submit electronically (via email) a signature page, detailed syllabus, and justification for how your course SLOs link to the GE PLOs for the attribute(s) being requested. Your justification should link course content to all of the PLOs for each of the GE designations that you are requesting. GE attribute PLOs and guidelines can be found on the Provost's webpage. Finally, electronic submissions should be emailed to the CCC chair.

2. Upon receipt of the proposal, the CCC chair will place the proposal on an upcoming agenda and, prior to the CCC meeting, distribute the materials to the committee members.

3. The committee meets once per month during the fall and spring semesters so depending on when your proposal is received, it may take up to a month before the first opportunity arises for the proposal to appear on a CCC agenda (note that this timing may vary depending on the committee's workload).

4. During the meeting, the CCC members will review the proposal to determine whether the course meets the criteria spelled out on the Provost's website for the GE attribute(s) that you are seeking.

5. After the meeting, the CCC sends all recommendations to the Provost for final approval. In the case that the committee would like either clarification or more information before rendering its final decision, the CCC chair will notify you. Upon receipt of the additional information, the proposal will then be placed on an upcoming agenda (again repeating steps 2-5).

6. In summary, it is important to note that it may take a few months for a proposal to make it through the review process and receive the desired designation(s).

7. It is also important to note that, in order for the GE attribute to be added to a course in Banner by the Registrar, your course must receive approval for a GE attribute prior to the first date of online undergraduate registration.