

## **GE APPROVAL PROCESS** (approved in SP24, rev. FA25)

Any proposer who wishes to submit a course change or new course that would add a GE designation should follow the process below.

All courses with GE designation should dedicate a substantive/majority of the class to the relevant outcomes. This will be assessed through the documentation accompanying the proposal (see below).

*If outside Liberal Arts & Sciences, you will bring the course to Liberal Arts for GE approval after the course has been approved in your own school.*

Proposal should include:

- Curriculog proposal (which may include the following as attachments)
- Complete syllabus with outcomes table, calendar, and assignments
- Sample assignment

The proposal should ideally reflect the GE focus in the course description and/or title. We recommend that external proposers work with someone in LAS while drafting to ensure a smooth process.

Voting Pathway:

- The appropriate program director (either Lauren Sloane for NS, RE, and MA; or Erin Wagner for WC, OC, IL, HU, SS, AR, UC, WG, WL; or Lars Schweidenback as administrator for DV) will get alerted to the GE proposal.
- The PD then confirms the proposal has all required information or notifies the proposer of missing items (e.g. the outcomes table in the syllabus).
- The PD notifies the relevant faculty group of complete proposals in Curriculog at least a week before the proposal would be circulated to all program faculty (schedule for SP25 provided below).
  - WC, OC, IL to English/Comm faculty
  - MA to Math faculty
  - NS, RE to Science faculty
  - HU to Humn faculty (i.e. HUMN, LITR and others as appropriate)
  - SS to Social Science faculty (i.e. ANTH, ECON, PSYC and others)
  - AR to ARTS faculty
  - UC, WG to History faculty
  - WL to Language faculty

- DV to DVRS Committee (includes reps from all area who have completed relevant training<sup>1</sup>)
- The faculty group considers the proposal and determines their recommendation. This recommendation will be forwarded along with the program meeting agenda and shared in the program meeting so as to inform the curriculum vote. The faculty group may also reach out to the proposer with suggestions/recommendations that may impact whether the proposer wishes to edit and present at a later meeting instead.
- The proposer **should be in attendance**, if at all possible, at the program meeting to answer questions.
- If the program meeting does not approve the proposal, the dean (or their representative) will return the proposal to the proposer with clear steps for revision. The program director or faculty group may consult on revisions.
- If the proposal does pass the program, it will be forwarded to the next LAS meeting. When presented there, the proposal will be accompanied by the faculty group's recommendation. The proposer should be in attendance if possible.
- The dean (or their representative) returns confirmation of approval or, if voted down, feedback to the proposer with clear steps for revision.

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<sup>1</sup> Relevant trainings include: [Lumen Circles or self-paced module](#) on inclusivity and belonging; [DEIBSJ programs offered through SUNY CPD](#); 5+ hours of webinars offered through SUNY CPD or the [SUNY DEISJ Fellows](#); 5+ hours of DEIB trainings offered by another organization and submitted for consideration to the current members of the committee.