

Faculty Senate General Education Committee
Procedure for Submitting Courses for Consideration to Meet
Multicultural/International Core Requirements

(Approved: September 11, 2006. Revised: March 8 and 16, 2007)

The General Education Chair must be notified fourteen days in advance of presenting a course request. No action will be taken at the meeting when the petition is first presented. The committee will review the course content, obtain feedback from their respective colleges, and make a decision. If the committee needs clarification regarding course content, a representative from the course may be asked to be present at the committee's next scheduled meeting. The originator will be notified of the status of acceptance within two weeks after a decision is made.

Submit ten copies *and* an electronic version of the following to the GEC Chair:

1. "Submission Form: Request for Courses to Meet Multicultural/International Core Curriculum Requirements." This form can be found online at <http://www.unlv.edu/committees/gec/>
2. Common Course Syllabus. Elements of the common course syllabus are:
 - The *catalog* description. For existing (or modified) courses, this description must be *identical* to what appears in the catalog (or has been approved by the curriculum committee).
 - A *detailed and descriptive* topical outline of the course content.
 - A list of the learning outcomes which align to the General Education Learning outcomes listed in the catalog.

These common elements should be included on the syllabus for *all sections* of the course. This enables the committee to clearly evaluate the quantity and quality of the content, and ensure consistency across multiple sections.

Approval for Presently Existing/Modified Course:

The course must be an approved course listed in the UNLV catalog, or accepted by the UNLV Faculty Senate Curriculum Committee. Courses submitted to the curriculum committee but not yet approved will not be considered. Depending on approval status,

- If the content is not deemed acceptable as meeting the core requirement, the originator may re-submit the course for re-evaluation after making appropriate changes.
- If the content is deemed acceptable as meeting the core requirement, the course will be appended to the approved list of multicultural/international courses on the General Education Committee website within thirty calendar days, and will be effective the semester following acceptance.

Pre-Approval for Newly Developed/Modified Course:

Before a course (or course change) is submitted to the Curriculum Committee, it *may* be submitted to the General Education Committee for preliminary approval. Depending on approval status,

- If the content is not deemed acceptable as meeting the core requirement, the originator may re-submit the course for re-evaluation after making appropriate changes.
- If the content is deemed acceptable as meeting the core requirement, the course will be given a provisional acceptance which may be forwarded to the Curriculum Committee. The Curriculum Committee will give final acceptance. If the Curriculum Committee approves the request with changes, the course must be resubmitted to the General Education Committee for approval as an existing course.
- If the course is approved *as is* by the Curriculum Committee, **the originator is responsible for notifying the General Education Committee of its acceptance.** Within thirty calendar days of notification, the course will be appended to the approved list of multicultural/international courses on the General Education Committee website, and will be effective the semester following acceptance.