How to request a Core element for your course

A strong Core Curriculum depends on the expertise and innovation of individual faculty members and on the participation of faculty across the curriculum. This approval process exists to ensure consistency in students' experience across the Core Curriculum, as well as the assessibility of the Core Curriculum. The purpose of these guidelines is to clarify expectations for courses participating in the Core Curriculum and to make the process of acquiring a Core element as straightforward as possible. You should feel free to request assistance or clarification from the Core Curriculum Committee as you prepare your proposal.

Approval Overview
- Core elements are aligned with Learning Outcomes. You must articulate how the LOs of the element you are requesting for your course will be achieved. This does not preclude the inclusion of discipline-specific LOs. The CCC will only consider how your course assesses student learning for each of the Core LOs.
- Courses contributing to the Core Curriculum may not carry multiple elements, except for the Global Engagement (GE) element, which may "double dip" with the Ways of Being and Knowing (VW, IT, CX, ES, QR, or NW). The purpose of this policy is to ensure that each student experiences a broad range of disciplines through the Core Curriculum and that they experience them deeply. Focusing on one element conveys clearly to students what the course is accomplishing in their general education, and ensures that the element can be adequately assessed.
- Any instructor teaching a course carrying a Core element is responsible for assessing that element in the course. Therefore, if you and one or more colleagues teach the same course, you must all agree to deliver the same assignment(s) for assessing the element you are requesting for it. Alternatively, you may submit separate proposals for the same course name/number.
- Any course carrying a Core element should be designed so that any student able to register for it can successfully complete it. If the course is not intended for first-year students, add a prerequisite or other limitation to restrict access to those for whom it is intended.

Steps for submitting your proposal
1. On the EPC proposal form, select one:
   - Add permanent Core course
   - Add Core Element to existing course
   - Add Core Element to Special Topics course

2. Use the [Core Element Approval Worksheet](#) to explain how your course will deliver the element you are requesting for it. The Worksheet asks you to walk us through the assignment(s) in which its learning outcomes will be assessed. Note that this assignment (or these assignments) should amount to at least 15% of the course grade and be well-integrated into the course (not an afterthought). Additionally, the Worksheet

asks you to explain how and when your unit will assess student learning in relation to the Core Curriculum element carried by the course.

3. Include a draft of the assignment prompt(s) referenced in the Worksheet with your EPC Proposal.

4. Include a draft of your syllabus with your EPC proposal. In the syllabus, be sure to list the Learning Outcomes for the element you are requesting and indicate to students how/where in the course those LOs will be assessed.

The CCC's checklist for approving Core elements

We will consider whether your proposal…
- o contains all of the required materials:
    - EPC Proposal
    - [Core Element Approval Worksheet](#)
    - draft of relevant assignment prompt(s)
    - draft of course syllabus including Core Curriculum element LOs
- o clearly describes how the course delivers the specific Learning Outcome(s)
- o clearly outlines the assessment tool that will be implemented to determine student learning of the specific Learning Outcome
- o articulates a timeline for the delivery and collection of the assessment artifacts from the course
- o demonstrates a commitment to foundational learning for students from any discipline