Proposing Core Courses: Frequently Asked Questions

Who can propose Core courses? Qualified faculty from any SU department are welcome to propose courses to teach in any of the 13 Core categories.

Do all Core courses need to be submitted, even ones that have been taught under the current Core? Yes. With the launch of the new Core, we are starting with a blank slate. All courses should be submitted for review, even courses that are similar to those included under the existing Core. Please read the course guidelines carefully – the requirements for new Core courses are different from those of the existing Core.

Does each faculty member need to submit a separate proposal? What about courses that are similar across sections? Unless different faculty are teaching identical courses with identical syllabi, each faculty member should submit a separate proposal for their own version of the course. One of the goals of the Core revision has been to encourage faculty to develop customized versions of Core courses that reflect their own passions and areas of expertise, and communicate these differences to students to help them choose the sections they are most interested in.   In some cases faculty may indeed be teaching identical sections, in which case one proposal can be submitted with all of the faculty indicated. In all cases the faculty members will be asked to submit their actual syllabi when the course is offered.

How should departments plan courses for new faculty to teach? We encourage departments that offer large numbers of Core courses to develop and submit one or two course proposals that can be easily assigned to new faculty as a first teaching assignment. Variations in enrollment mean that we need to be prepared to add sections occasionally, and inevitable changes in personnel mean that we need to be able to get new faculty up and running in classes quickly. Pre-designed versions of courses will allow us to easily address both of these situations. New faculty should prepare and submit their own course proposals as soon as possible after arriving at Seattle University.

What information do I need to submit? Each course in the new Core has a unique submission form. While the exact questions on each form differ, they all ask for the same information: title and course descriptions, explanations of how the course addresses each of the required learning objectives and essential pedagogy, information on the faculty members' qualifications for teaching the course, and other information needed to schedule and support the course. Please see and download the course proposals forms from the University Core website: http://www.seattleu.edu/core/faculty-staff/faculty/new-course/.

To whom do I submit course proposals? In most cases, courses should go through a three step review process: departmental review, college/school review, and finally Core Curriculum Committee review.   Due to differences among the colleges and schools, some courses may not need both departmental and college/school review. Please follow the course submission process for your school or college. When college and school curriculum committees have completed their review of a course they will forward the approved proposals to the Core.

How do I submit course proposals? Use the appropriate Proposal to Create a New Core Course form to provide the information requested (posted on the Core web site). Please remember that each of the 13 course categories in the new Core has a separate form, reflecting the guidelines for that specific course. When you have completed the form, save it with a unique title containing your name and either print it or send it electronically to your department or school/college curriculum committee (please follow the normal process in your departmental and college/school).

How do I find out whether my course was approved? Departments and individual faculty members will be notified when the review process is complete. In addition, a list of approved Core courses will be assembled during this process and posted on the Core web site, with regular updates. In summer, each department will receive a list of the approved Core courses from their department.

How do approved courses get scheduled? Departments will have primary responsibility for scheduling the Core courses taught by their faculty members. The University Core does not manage individual faculty members' workloads or schedules, and the funding for offering Core courses is managed through the college/school and departmental budgets (the University Core does NOT fund sections).   The University Core will work with departments to plan the numbers of sections being offered, and departments will determine which sections are actually offered, working from the lists of approved courses provided by the Core. This follows current practice.

Visit the University Core website www.seattleu.edu/core/ **for more information.**