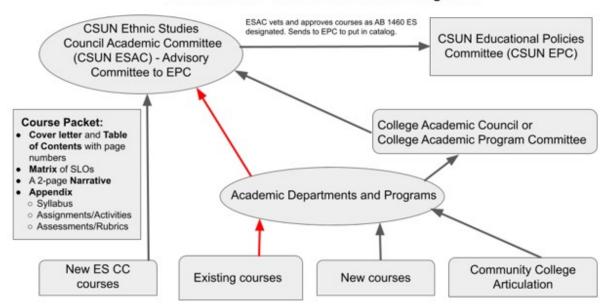# College Curriculum Committee/ESAC/EPC Workflow*

Effective Fall 2022

Process for AB 1460 Ethnic Studies Designation

1. The associate dean sends a memo to the ESAC chair listing all of the courses that are being submitted for the Ethnic Studies (ES) designation by the initial deadline established by ESAC (i.e., mid-October deadline). These courses have been approved at the departmental level or were approved by the department/program and the college committee from a previous semester. The memo includes the OnBase link to each proposal. The ESAC packet needs to be attached to the OnBase proposal as supporting documentation.

2. ESAC conducts the first review and approves or provides feedback/requests for changes (mid-November). ESAC chair sends a memo to the associate deans with the list of approved courses and list of courses that need changes, including an ESAC checklist for each course. That memo should also CC the department or program chair/director and the unit's ESAC representative. At the same time, the college curriculum committee conducts its review/approval process for the non-ES parts of the proposal, if applicable. The associate dean is responsible for returning the proposal and ESAC checklist to the submitter if changes are required by the college or ESAC. The associate dean, the department chair or program director, and ESAC chair determine by consensus if any changes are substantive enough to require re-evaluation by the college.

3. Once the proposals have final approval from the college curriculum committee and ESAC feedback/revisions have been addressed, the associate dean routes the ES proposals from the initial memo (in #1 above) to ESAC in OnBase by the resubmission deadline (2nd week of December). The proposals stay in the ESAC queue until ESAC enters a decision by the end of February. This may overlap with submission to EPC. (Exception: If EPC requests changes at the preview meeting, the associate dean will need to return the proposal to the submitter for changes and then re-route the proposal to ESAC.)

4. The associate dean sends a cover memo to EPC in December and CCs the ESAC Chair, and department chairs and program director, including ES proposals that have been approved by both the college and ESAC, as well as proposals that have been approved by the college but are pending ESAC approval. All ES courses will be identified on the memo and any proposals pending ESAC approval will be noted with an asterisk/footnote.

5. EPC representatives preview the proposals in January and provide feedback.

6. By the revised EPC curriculum deadline (late January), any ES proposals already approved by both the college and ESAC are routed by the associate dean to EPC in OnBase. Any proposals approved by the college still pending ESAC approval will remain in the ESAC queue in OnBase until a decision is entered by the ESAC chair.

7. EPC will consider ES proposals with the college's curriculum, or if needed, during meeting(s) in April or May. EPC Chair shall inform the ESAC chair when these meetings are occurring. Any new or modified ES course proposals not approved by ESAC and routed by the associate dean to EPC in OnBase by this time will need to be delayed from EPC review and resubmitted in a future semester once the course is approved by ESAC, or the ES designation removed from the proposal. The associate dean will also send an updated memo (from #4 above) to EPC.

*Please note that ESAC establishes the actual deadline dates at the beginning of the academic year and the ESAC Chair sends a letter to the department chairs, EPC chair, AVP of Undergraduate Studies, and the EPC recording secretary while CCing ESAC members of the deadline dates. ESAC reserves the right to review this workflow every academic year to improve the process.