

## Process for expedited approval of General Education literacy removal

### General instructions/guidelines:

An academic department or program may have the need to remove General Education (GE) literacies from some of their courses. When this occurs, the department may follow the process below to remove literacies without needing to fully update their course forms in the Integrated Curriculum Management System (ICMS) and with expedited review from their college courses committee and the Committee on Courses of Instruction (COCI). Note: This process cannot be completed while the department's courses are being assessed by the General Education Committee.

1. The department shall create a memorandum of understanding (MOU), to be signed by the department chair, the chair of the college's committee on courses, and the COCI chair. An example MOU is on page 2 of this document. If there are any crosslisted courses in the request, the department chair and chair of the colleges' committee on courses for those courses must also sign the MOU. The MOU must clearly indicate each course that will be submitted and which literacies are being removed.
2. The department shall submit forms through ICMS requesting removal of the GE literacies, as outlined in the MOU:
  - a. No changes can be made to the forms except the removal of the GE literacies. If the department wishes to make other changes to a course, the course must be submitted normally, and will be subject to full review by all applicable committees.
  - b. Departments must submit crosslisted courses simultaneously.
3. The college committees and COCI will perform limited review of the submitted forms in ICMS. The committees will confirm the following:
  - a. No changes have been made to the course, other than the removal of the GE literacies listed in the MOU.
  - b. Any crosslisted courses have also been submitted and that the forms for any crosslisted courses match.

**Example MOU:****DEPARTMENT OF POMOLOGY:**

The Department of Pomology requests that certain GE literacies for POM courses be removed. These courses will be submitted in ICMS without revision except for the removal of the GE literacies as listed.

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 Marie Walnut, Pomology Department Chair

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 Date

## Chart of literacies to be removed:

Course	ACGH	DD	WC	QL	SL	VL	WE	OL
POM 008				X				
POM/ENT 16					X			
POM 173					X			
POM 174							X	
POM 187						X		X

**COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES COURSES COMMITTEE:**

As the courses listed above reach our committee in ICMS, we will approve them for the removal of GE literacies.

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 Samuel Scola, Chair CAES Courses Committee

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 Date
**ACADEMIC SENATE COMMITTEE ON COURSES OF INSTRUCTION:**

As the courses listed above reach our committee in ICMS, we will review them only for removal of the GE literacies and for matching crosslisted forms, and will not ask the department to make additional revisions to their course forms. We will attempt to expedite this review process.

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 Alissa Tapley, COCI Chair

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 Date
**(AS NECESSARY) CHAIR OF DEPARTMENT AND COLLEGE COURSES COMMITTEES FOR ANY CROSSLISTED COURSES:**

We will submit a form in ICMS to remove Scientific Literacy for ENT 16, and will not make any other changes to the form.

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 Will Maggard, Entomology Department Chair

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 Date