

DIRECTIONS on how to recertify an FLC course:

1. Fill out the FLC paperwork on the ge.sonoma.edu website (one big form) that I sent out before. This includes info for each of the two required 3 unit GE courses and the one unit transition course. Also get together your course syllabi and signature assignment. If you do not plan on offering your own transition course but are instead planning to link in with a UNI 102, you should contact Alvin to set up this connection so you can get the syllabus for the course and can fill out the transition content of the FLC paperwork. UNI 102 will come through as a course revision on its own as a transition course- FLC folks do not need to worry about that Curriculog piece.
2. Start a GE course revision proposal in Curriculog and upload your FLC form and associated documents. Make sure to check the box that it is part of an FLC. Include in the justification the other GE course and transition course associated with your FLC.
3. Start a second GE course revision proposal for the second GE course and repeat step 2.
4. If you are proposing your own new 1 unit transition course start a new course proposal (not GE) in Curriculog and attach your FLC documentation there as well.
5. Contact Kaitlin and Chiara as chairs of the GE and University subcommittees to give them a heads up that you would like to be scheduled for review. Please keep the EPC chair in the loop as well. Your GE courses (and the transition course if applicable) will route to the chair, GE SubComm, University Studies SubComm, School Curriculum Committee, Dean, and EPC. GE will look at the entire packet but only approve the GE-ness. Uni Studies Subcommittee will look at the whole packet but only approve the transition component.
6. Keep track of your proposals in Curriculog and nudge them along.