

Guidelines for Submitting Courses to Pathways Course Review Committees

We would like to thank the provosts, liaisons, and faculty for the hard work they are now putting into preparing courses for review by the common core committees. We are all well aware that this is a time consuming and sometimes controversial process. With this in mind, we have prepared some suggestions for using the “CUNY Common Core Course Submission Form”, along with an attached sample syllabus. The purpose of these suggestions is to help the review process go smoothly and insure the highest possible acceptance rate for courses submitted.

1. First, we should note that the review committees recognize that the syllabi submitted along with the Common Core Course Submission forms are representative samples. Obviously different sections of the same course will be taught by different instructors using different syllabi with different assignments and activities in the courses. A syllabus submitted for review does not restrict how the course is to be taught by different instructors. In looking at the sample syllabi submitted the review committee is most interested in seeing a *model* of *how* learning goals will be met in practice.
2. Please note that for the Required Core (English Composition, Mathematical and Quantitative Reasoning, and Life and Physical Science), the course in an area should meet all the learning outcomes listed in the form. For the Flexible Core the course only needs to meet the first three learning outcomes and at least three of the second group of learning outcomes.
3. When completing the form, the box to the left of the learning outcomes should explain the assignments and course activities that will address the learning outcomes in the box to the right. In other words, rather than simply stating learning outcomes or the topics to be covered in the course, it would be helpful if applicants could refer to *how* the outcomes will be met in the *assignments and activities* that students will be doing in the course. These assignments and activities, listed in the boxes, should also be found in the sample syllabus that is attached to the form.
4. Finally we should note that some courses that satisfy the requirements for the common core will be introductory level courses in various fields designed in part to prepare students for more advanced courses in those areas. Other courses may be aimed at students NOT specializing in an area, and for whom this may be their only exposure to a field. Both of these approaches have their place in a general education curriculum and both can qualify for the common core under Pathways.

We are attaching some completed forms and syllabi that we hope will illustrate the process more concretely.

Thanks Again,

Philip Kasinitz, Chair, Pathways Course Review Committee. .