

Does the course satisfy Content Area criteria?

Yes

No

**Not Sure** 

- Send an email to the Chair of Departmental C&C committee that thoroughly explains why the course does not satisfy content area criteria

- CC Karen and the GEOC Chair on this email

Is it an issue with the syllabus?

Yes

No

- Email report to Karen at Karen.piantek@uconn.edu
- If there are typos or excessive grammatical errors in the CAR, separately send a list of corrections for Karen to make edits
  - Karen will forward the subcommittee report to the full GEOC for consideration at the next meeting
  - Plan to attend the next
     GEOC and answer questions
     if needed

- Consult the Senate C&C Chair if you have questions about syllabus requirements
- Send an email to the chair of
  Departmental C&C committee that
  thoroughly explains what the
  subcommittee's issues with the
  syllabus are and WHY those issues
  inhibit assessment of the course's
  content area criteria (issues with the
  syllabus at the subcommittee level
  must be connected to content area
  criteria)
  - CC Karen and GEOC chair on this email
- IF you are comfortable doing so, you may CC the course's instructor also

- OPTION 1: Email either (or both)
  the course instructor or the Chair
  of the Departmental C&C to ask
  for clarification regarding CA
  criteria (all issues with the course
  at the subcommittee level must be
  connected to CA criteria)
  - OPTION 2: Consult either (or both) the GEOC Chair or the Senate C&C chair to get their opinion on the course
  - Decide whether the CAR is clear enough to move forward or if it needs to be sent back for more work
  - Follow directions above for "Yes" or "No" boxes