

**Disciplinary Communication (DC) Curriculum
Revision to Courses in an Approved Plan**

Use this form when adding a new course to an already approved set of courses. For example, if all lab courses or all senior seminars were approved for the DC curriculum, use this form if you are adding another course of the same type. This form must also accompany any request to revise, suspend, reactivate, or cancel a course that is part of an already approved DC plan.

Major

Department or Program

Department Chair Signature: _____ Date: _____

Divisional Dean's Signature: _____ Date: _____

CEP signature: _____ Date: _____

For all proposals:

Because the DC requirement must be satisfied within the context of major requirements, any change to your approved DC plan might necessitate changes in the program statement that appears in the General Catalog. If applicable, please provide the new or modified catalog copy.

For proposals to suspend, reactivate or cancel a course:

Briefly explain the impact of your proposal on the mechanisms by which your students will satisfy the DC requirement.

For new and revised courses:

1. Briefly summarize the mechanism(s) by which your majors currently satisfy the DC requirement.
2. Does this course satisfy the DC requirement alone or in combination with other courses? (The DC requirement can be satisfied by 1-3 upper-division courses with a total of five or more credits).
3. Will the proposed change(s) create a mechanism by which students can satisfy their major requirements without satisfying the DC requirement?.

4. Please note whether this proposal will affect other majors and include evidence of consultation and consent of other programs as appropriate.

5. Briefly describe the writing assignments involve in the course, including drafts and revisions, addressing the following questions:

a. How many pages of writing will be required? Make clear how this is apportioned between first drafts and rewrites/revisions.

b. How are the assignments distributed through the term? (Note the “cumulativity” requirement in the DC guidelines.) For which assignments will students receive significant feedback? Who will provide this feedback? When will it be provided?

c. Apart from feedback on individual student writing assignments, how will you teach the conventions of writing in your discipline? (E.g. by providing model papers, class or section time devoted to discussion of discipline-specific expectations and conventions regarding data presentation, argumentation, citation, etc.)

d. If this course addresses modes of communication other than writing, then briefly describe the assignments involved.

Guidelines for DC courses

- 1) Students must complete at least 25 pages of individual writing (including drafts) with no single assignment less than two pages in length. Note that 25 pages of writing corresponds to ~6,000 words in 12-point, Times New Roman font, with double-spaced lines and 1.25 inch page margins. The formal writing requirement may be reduced to 18 pages if students receive instruction in alternative forms of disciplinary communication approved by CEP.
- 2) For all DC courses, ELWR/C1/C2 are set as prerequisites to ensure that students have the intended preparation before completing the DC. Departments are asked to not issue permission codes for students who have not satisfied these requirements so ensure that students get the most out of their DC experience and in light of the tremendous feedback CEP has received about students who were unprepared at the time of taking their W course. If the department wishes to issue a permission code for another reason, such as to lift a department established prerequisite, please check in AIS to be sure that the student has satisfied the above mentioned writing requirements and ask the student to wait to take their DC if they have not.
- 3) Department may not approve substitutions for the DC. As a GE requirement, requests for substitutions must come through the student's college for CEP approval. CEP will ask for the department's support for the request and will be contacting department to explain a possible process for the department to give their support—focusing on what is least time intensive. CEP will not approve requests to waive the requirement.
- 4) According to Santa Cruz Senate regulation, the DC cannot be satisfied with transfer coursework.
- 5) When the DC will be satisfied with a senior thesis, the student needs to enroll in a 5-credit course in order that there be a place in AIS to attached DC satisfaction.
- 6) When the DC will be satisfied with a course that has varying formats, CEP would like the department to institute a template for the syllabus to ensure that the minimum DC expectations are met for all courses. For example, an understanding that all senior theses will have a minimum of 25 pages of writing (based on CEP's definition of a page given above) which may include drafts.