

### **CCR Review Process for ICC Course Designations (including ICSM offerings)**

*For Themes/Perspectives, Diversity, Quantitative Literacy, Writing Intensive, and ICC Capstone Designations:*

1. Proposers submit ICC themes/perspectives designation paperwork, which includes a syllabus as well as the appropriate form (themes/perspectives, diversity, quantitative literacy, writing intensive, ICC capstone) identifying the designation requested, describing how the course meets the theme (if applicable), and outlining how the student learning outcomes (SLOs) for the designation are addressed by the course content and the kinds of assignments students might use to demonstrate their achievement of the SLOs.
2. Designation teams of approximately 5-6 faculty perform initial review of course proposals. Each designation team includes at least one CCR member as well as faculty volunteers from outside CCR. For the attribute teams, the outside volunteers are faculty who teach in the area represented by the attribute (e.g., the WI designation team includes faculty with writing expertise and the QL designation team includes faculty with expertise in mathematics or quantitative methods).
3. If designation team members unanimously approve a course, it is recommended to CCR for approval without discussion. If the majority of the designation team rejects a proposal, it goes back to the proposer for additional information/revision. If a majority of the designation team approves, CCR discusses the course, deciding to approve or to return to the proposer for additional information/revision.
4. After CCR approval, the Director of the ICC is responsible for making sure that proposers, the Office of the Registrar, and the Academic Advising Center are notified of the approval and the course is added to the ICC website.

*For Ithaca Seminars (ICSM):*

1. Proposers submit ICSM-specific paperwork, including information about how the course meets ICSM SLOs and those of the ICC themes/perspectives. As with other ICC courses above, the paperwork includes a syllabus/syllabus outline, description of how the course meets ICSM and theme/perspective SLOs and assignments students might use to demonstrate SLO achievement.
2. Proposals are first reviewed by faculty from the ICSM Steering Committee to determine whether the proposal meets the requirements of an ICSM (if the proposal is for an honors and/or writing ICSM, it is reviewed by the Director of the Honors Program and/or chair of the Department of Writing to determine if it meets the honors and/or writing SLOs). If the proposal is approved, it moves forward to CCR for review, following steps 2 and 3 above for themes/perspectives courses. If the proposal is not approved, it is returned to the proposer for more information or revision.
3. Proposers seeking quantitative literacy or diversity designation for their ICSM courses complete the QL or DV paperwork described above and follow the same processes outlined in steps 1-3 above for QL or DV courses.
4. After CCR approval, the Director of the ICC and Associate Director of the ICC/ICSM Coordinator work together to make sure proposers and the Office of the Registrar are notified of the course approval and the course is added to the ICC and ICSM websites.