

## **I. Policies and Procedures for Faculty: Designating a Course for Women's Studies Credit:**

Faculty members who teach (or plan to teach) courses in their home departments that meet the Program Learning Outcomes (PLOs) for Women's Studies are encouraged to apply to the Women's Studies Program Steering Committee to cross-list their courses with the Program. Usually, cross-listed courses will carry the number from their home department and then be assigned the women's studies attribute in the course search system. Courses that carry the WS attribute will be scheduled through their home department in consultation with the Director of Women's Studies to avoid scheduling conflicts that can adversely affect students' access to the course.

*In case of staffing changes or substantive alterations of the course content, the course should be resubmitted for continued cross-listing approval and recognition.* The rationale is that, since WS PLOs are not necessarily included in a course's catalog copy, it may be possible to teach a version of the course that meets the catalog description and home department PLOs but fails to meet WS's PLOs. Therefore, all WS courses are subject to regular review and assessment.

Faculty members thinking of developing a new course focused on women's issues, gender, and/or feminism are encouraged to seek the advice and support of the Women's Studies Program Steering Committee by contacting the Women's Studies Director prior to submitting their final course proposals to their departments or the curriculum review committee. Such consultation can save time and assist faculty in developing a syllabus that meets WS PLOs while at the same time meeting departmental and/or GE requirements. Special topics courses can also be listed. *Faculty members proposing new courses for cross-listing should submit the course for simultaneous review by Women's Studies Program steering committee and their home department and obtain the signature of the chair of LA/W/S on the curricular approval forms that go to curriculum committees.*

While the Women's Studies Program is housed in the LA/W/S department and can sponsor its own courses, usually faculty with full-time appointments in other departments will seek course-listing in their home department. In cases where the course serves a requirement for the women's studies concentration and/or major, the course may be either officially double-numbered, e.g. WOMN 215/SOC 315 or the course may carry a WOMN and LAWS prefix (the latter in cases where the course meets both Latin American Studies and Women's Studies requirements).

Regardless of prefix and number, all courses in the Women's Studies Program must contribute to the PLOs listed below, and include in their syllabi one or more of the Women's Studies PLOs specific to the major area in which their course would count. **Faculty are encouraged to request guidance from the Program Director as to which PLOs and/or supporting SLOs best match their course design.** A list of PLOs and SLOs is attached for your reference, and will be made available to all faculty whose courses are listed in the program at the start of each semester or by request.

Note that a course can fulfill a major area requirement and the theory-intensive requirement if the course includes PLOs for both. We do not expect any given course to fulfill all WS PLOs, but every faculty member should be able to articulate how their course helps students make progress towards at least one of those outcomes.

***Procedures:***

Faculty new to teaching a listed course or who propose a new WS course (special topics or a permanent course) must complete the attached form. The Women's Studies Program Steering Committee (WSPSC), a committee comprised of the Director of Women's Studies and 3-4 elected representatives from the associate Women's Studies faculty will review all proposals. Proposals submitted at least one week in advance of a scheduled WSPSC meeting normally will be reviewed at that meeting; otherwise, they will be agendaized for review at the next meeting. Faculty members whose proposed courses are approved will receive a letter of notification that will also be copied to the chair of that faculty member's home department. The WS Director will also notify the assistant dean of the relevant college and the chair of the home department that the WS attribute should be listed for the course. In cases where WS listing is denied, the Director of Women's Studies will meet with the faculty member to outline the concerns and offer advice on how the course might be revised to qualify for listing.

Approval of all new courses taught under special topics numbers are provisional. All faculty members teaching a new WS course are expected to present the course to the full WS faculty at its semi-annual meeting in May or August. This process provides both new WS faculty and more experienced ones the opportunity to become aware of new curricular developments, eliminate potential course overlaps, and explore points of productive connection with other courses.

Once a course has been granted a WS Designation, faculty must inform their students that the course is listed as a Women's Studies course, both by placing a notification on the syllabus and by including the relevant Women's Studies PLOs and/or SLOs on the syllabus. The Director of Women's Studies will provide faculty with an updated statement for inclusion on each WS syllabus prior to the beginning of classes.

## II. Application to list a course in the Women's Studies Program

**Name of instructor:**

**Home department:**

**E-mail:**

**Phone:**

**Course for review** (title or description if not yet titled):

**Home department for the course:**

**Check as applicable:**

- Is this course an existing catalogued course?**  
If yes, list prefix and course number:
- Is this course currently listed as with a WS attribute?**
  - Yes**
  - No**
- Is this course a special topics course** (i.e., is the course being taught for the first time without having undergone the formal curricular review process?)
  - If yes, list prefix and course number** (e.g., HIST 384 ST: Women in Ancient Athens)
- Is this course to be catalogued as a new course?**
  - If yes, list prefix and course number**
  - I have attached curriculum review materials**
  - I plan to catalog the course, but have not yet completed the curriculum review paperwork**
- Syllabus is attached.** (Note that a syllabus must include a course description and relevant PLOs, in addition to a reading list, an outline of assignments, and a course plan.) *If the syllabus lacks any of those features, please complete the form below. If the syllabus is already complete, you may skip to the section of the form marked "REQUIRED."*
- Course description** (include only if syllabus is not attached and/or lacks a course description)
- Reading list** (please note on the syllabus or on this form which of the readings are feminist readings and how their assignment will contribute to one or more WS PLOs)

- Assignment list** (include only if you have not attached a syllabus or if the syllabus lacks a list and description of graded assignments).
- Course plan** (include only if you have not attached a syllabus or if the syllabus lacks a calendar/course plan)

**REQUIRED: Explain how your course meets some of the following PLOs, which serve as our primary criteria in deciding to approve a WS designation:**

Upon completion of the Women's Studies Program, students will be able to:

- Demonstrate an understanding of women's experiences in history, society and culture and be able to critically analyze those experiences (Major Area A);
- Articulate an understanding of the complexity of power structures and modes of authority, especially as they pertain to structural and institutional modes of power (Major Area B);
- Understand and provide critical commentary on key works of feminist scholarship and creative work (Major Area C);
- Have a sophisticated understanding of feminist perspectives, including points of commonality as well as debates among feminists (Theory Intensive).
- This course supports the aims of Women's Studies, but does not fall into a specific distribution area. It should be considered an elective course.

**Please indicate which course readings and assignments will help students to achieve any of the outcomes you may have identified above.**

## **Appendix: Women's Studies Program Learning Outcomes and Supporting Student Learning Outcomes**

Upon completion of the Women's Studies Program, students will be able to:

**PLO #1: ...demonstrate an understanding of women's experiences in history, society, and culture, and be able to critically analyze those experiences.**

*After taking courses that support PLO #1, which corresponds to the major distribution area of historical knowledges, students will:*

- understand a foundational grounding in women's history/ histories, including historical accounts of the emergence of the women's movement, in the US and globally;
- understand changing perspectives on gender, women, and feminist issues over time, as well as the development and evolution of ideas on these issues;
- appreciate the richness and diversity of feminisms;
- understand of the historical roots of contemporary feminist concerns.

**PLO #2 ...articulate an understanding of the complexity of power structures and modes of authority, especially as they pertain to structural and institutional modes of power.**

*After taking the courses that support PLO #2, which corresponds to the major distribution area social and behavioral sciences, students will have a basic understanding of:*

- cross-cultural studies of women's lives and gender issues;
- the intersectionality of women's issues with those of other types of oppression;
- how various types of research tools and social/behavioral science research methods are used to study women and gender;
- institutional, structural, and behavioral analysis of gender and/or women's lives.

**PLO #3 ...understand and provide critical commentary on key works of feminist scholarship and creative work.**

*After taking the courses that support PLO #3, which corresponds to the major distribution area expressions and representations, students will have a basic understanding of:*

- how a multiplicity of feminist perspectives and movements demonstrate the cultural and/or global diversity of women's issues and concerns;
- the ways in which various literary and/or artistic works expose the reality of women's lives and concerns, including their social and/or political views, issues of sexuality, and the relationship between the personal and the political;
- how and why literary and/or artistic works have been utilized by women writers/artists to express women's issues, find women's voices, and/or explore women's sense of agency;

- how women are represented in both literary and/or visual arts.

**PLO #4 ...have a sophisticated understanding of feminist perspectives, including points of commonality as well as debates among feminists.**

*After completing a theory intensive course, students will have made significant progress in:*

- how to read relevant secondary literature that employs at least one feminist theoretical perspective and discuss its relationship to primary texts;
- how to write lengthier argumentative essays or research papers that emphasize the use of research methodologies and/or style sheets appropriate to that course and assignment;
- articulate relevant feminist theories and reflect on the relationship between feminist theory and practice.