

Loyola University Maryland
APPLICATION FOR DIVERSITY COURSE DESIGNATION

Attached is the application form for Diversity Course Designation. A diversity-designated course is a graduation requirement for all Loyola undergraduate students. For definitions and learning aims for diversity designation, please refer to the **Diversity Course Requirement Aims and Outcomes**, adopted by the Academic Senate on December 4, 2012.

Procedure for Securing and Renewing Diversity Designation

Decisions about which courses fulfill the diversity requirement are based on the degree to which a course design fulfills the definitions and learning aims for global awareness, justice awareness, or domestic diversity awareness, as outlined in the **Diversity Course Requirement Aims and Outcomes**. Decisions are made by a representative subcommittee of the Undergraduate Curriculum Committee (UCC). The Subcommittee on the Diversity Requirement accepts Diversity Course Designation applications throughout the academic year and endeavors to process them promptly. Inquiries are always welcome. Ordinarily, applications received by the first week of November are eligible for designations beginning the following summer or fall, the last week of April for designations beginning the following spring. The UCC announces specific deadlines each semester.

1. Departments submit a two-part Application for Diversity Course Designation to the UCC subcommittee (UCCS).
 - Initial applications. Part One includes a list of the learning aims for the course together with a brief statement discussing how these learning aims are congruent with the general diversity aims outlined in the Diversity Course Requirement Aims and Outcomes. This is accompanied by a course syllabus and/or a narrative statement that describes the content, approaches, and assignments in the course and highlights how the course meets the diversity requirement. These materials should indicate that the course features a *substantial* focus on global, justice, or domestic diversity awareness, as reflected in learning aims, content, topics, assignments, and evaluation techniques. The faculty member also acknowledges that two diversity-related assessment questions will be included on student evaluation forms. Part Two is completed by the applicant's Department Chair to confirm scheduling and enrollment.
 - Renewal applications. See directions below to determine the process for renewal as there are now three ways to seek renewal.
2. Members of the UCCS evaluate the applications.
 - If, in the judgment of the UCCS, the course meets the criteria for a diversity-designated course, either as a new or renewed course, then this positive evaluation is sent to the Department Chair (and other parties as necessary).
 - If a negative judgment is made, then an explanation and recommendation is sent to the Department Chair (and other parties as necessary). Courses receiving a negative decision will be reconsidered if feedback from the UCCS is incorporated into the course design.

APPLICATION FOR DIVERSITY COURSE DESIGNATION

Part One: For Faculty Developing Courses

Department:

Name:

Campus Address:

Campus Phone:

E-mail Address:

Course number and course name:

Which type of diversity awareness is the primary focus of your course and is present throughout more than half of the course topics and materials? Select **one**.

GLOBAL AWARENESS JUSTICE AWARENESS DOMESTIC AWARENESS

Initial applications

- **List the learning aims of this course.** Include a **brief discussion** that comments on and explains their congruence with the general learning aims of the selected diversity focus as described in the official Diversity Course Requirement Aims and Outcomes. While learning aims are specific to any given course and its content, as a group those course-specific aims should demonstrate a substantial degree of congruence with the general aims of the diversity course requirement.
- **Attach a highlighted syllabus** and any other supporting materials, such as assignments, that demonstrate the focus on diversity throughout more than half of the course topics and materials. **Alternatively, attach a narrative** that explains how the chosen area of diversity, as defined by the Diversity Course Requirement Aims and Outcomes, is reflected in the course topics, readings, methodologies, assignments, and evaluation methods.
- After completing this application, if you, in conjunction with your chair, feel the content and the nature of the course fit within the designated learning aims for one of the three diversity areas, check this box, indicating that you are asking for permanent diversity designation for this course, regardless of the instructor. The diversity course subcommittee will review the request and make a determination.

I am applying for a permanent diversity designation. No Yes

Renewal applications

There are three ways to renew the course, depending on the situation. Please follow the guidelines for the one that best fits your situation.

Submit completed application and attachments to the Chair of the UCC Diversity Course Designation Sub-Committee.

1. **Attach an updated syllabus** and provide a **brief reflection** on how, based on your experience as instructor and the student evaluations (if available), past offerings of the course have or have not met the diversity learning aims; briefly discuss what, if any, modifications you have made/are making to the course and its syllabus to achieve the diversity learning aims.
2. If you have two or more diversity courses approved and have submitted a reflection within the past five years, part one of this application can be completed by signing this form and attaching a current syllabus for the course. The reflection on diversity courses will need to be completed once every five years.
3. If the course has a permanent diversity designation, the chair of the department can communicate to the chair of the diversity sub-committee that the course continues to be taught as a diversity course when the chair of the department receives notice from the diversity course subcommittee that the course is up for renewal. In this case, the chair of the department will be responsible for ensuring that the course is taught as a diversity course.

By signing below, I acknowledge that two diversity-related questions will be added to the student evaluations forms for my diversity designated course. This data will be used in the renewal process and may be used in university-level assessment efforts.

faculty member signature

date

APPLICATION FOR THE DIVERSITY COURSE DESIGNATION

Part Two: For Chairs

1. Course number:

2. What is the enrollment cap in each section of this course?

3. Is this course part of the core and/or another initiative or program? Select all that apply.

Core Curriculum First-Year Program (e.g., Messina) Honors Program

4. Approval by Department Chair (required for all applications)

I affirm that I have reviewed this application and supporting materials and believe the course proposed meets the requirements outlined in the Diversity Course Requirement Aims and Outcomes document, as approved by the Academic Senate. Additionally, by signing below, I acknowledge that the designation, if granted, is good for five years, at which point renewal is necessary.

Signature of Department Chair

Date