



*College of Liberal Arts
Center for Multicultural and Gender Studies*

601 University Drive
San Marcos, Texas 78666-4616
office: 512.245.2361
fax: 512.245.1414

TO: Faculty

FROM: Dr. Sandra Mayo, Director
Center for Multicultural and Gender Studies

DATE: October 18, 2006

RE: Multicultural Curriculum Designation

On behalf of the Advisory Council of the Center for Multicultural and Gender Studies, I am pleased to inform you that the Council has reviewed your recommendation for a multicultural course designation for (add course name and number here) and endorsed the multicultural designation of (add MC designation here).

Please see the guidelines listed here for completing the process (variations will occur based on your starting point and departmental and college committees and procedures):

1. The faculty member submits to department chair: syllabus, MC Course Assessment Form, and this response from the Center for Multicultural and Gender Studies.
2. The Department chair approves or submits your documents to the department's curriculum committee for their endorsement before approving and forwarding them to the Dean.
3. The Dean, Dean's Council, or College Curriculum Committee approves the designation. Once approved, the chair and faculty member are notified and the designation is communicated in the next schedule of classes for the section.
4. If all sections of a course receive the designation, the chair may communicate the designation in the course description in the catalog and for all sections in the class schedule.

Thank you for your contribution to this important initiative at Texas State.



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TO: Chair/Dean
FROM: Dr. Sandra Mayo, Director
Center for Multicultural and Gender Studies
DATE: October 18, 2006
RE: Multicultural Course Designation Approval

The course indicated below has been reviewed by the Center for Multicultural and Gender Studies Advisory Council and endorsed for the multicultural designation. Your signature on this document indicates your approval of this designation, and thus the communication of the designation in the schedule of classes--and in some instances the catalog. (It may be noted in the catalog as multicultural if all sections are multicultural.)

- (add course name and number here)
- (add faculty name here)
- (add MC designation here)

Approved:

Chair: _____ Date: _____

Dean: _____ Date: _____

Please return a copy of this form to the Center for Multicultural and Gender Studies when all required signatures are included. This will be our notice that the course may be added to the multicultural course inventory as approved.