



## **ASSIGNING COURSES TO DISCIPLINES AT RHC: INSTRUCTIONS**

All existing courses at RHC must be formally assigned to disciplines, and all newly proposed courses will be assigned to disciplines as part of the curriculum approval process. Divisions should provide memoranda to the Curriculum Committee that look like the following example, or complete the form on page 2 of this document.

### **Example: Discipline Designation Paperwork**

TO: Curriculum Committee  
FROM: BSS Division

At its division meeting on XX-XX-2019, the BSS Division approved the following:

1. All ANTH courses, except ANTH 110, will be assigned to the Anthropology discipline.
  - a. ANTH 110 will be assigned to Anthropology or Sociology.
2. All CD courses will be assigned to the Child Development discipline.
3. All ECON courses, except ECON 135, will be assigned to the Economics discipline.
  - a. ECON 135 will be assigned to Economics or Political Science.
4. All HIST courses will be assigned to the History discipline.
5. HUSR 111, 118, 123, 199A, 199B, 230A and 230B will be assigned to the discipline of Psychology and the discipline of Sociology.
6. HUSR 122, 124, 126, 128, and 130 will be assigned to the discipline of Psychology.



## COURSE DISCIPLINE ASSIGNMENT FORM

There are three types of assignments that may be made:

1. Course assigned to a **single discipline**. ENGL 101 is assigned to English. The minimum qualifications (MQs) for English provide adequate preparation to teach the course content.
2. Course assigned to **more than one discipline with an “or.”** ART 101 is assigned to Art or Graphic Design. The MQs for either discipline provide adequate preparation.
3. Course assigned to **more than one discipline with an “and”** (interdisciplinary). HUMA 120 is assigned to Humanities and Ethnic Studies. The MQs for both disciplines together provide adequate preparation to teach the course content.

Please use one form per discipline, add rows as needed, and once all required signatures have been obtained, submit to your Curriculum Committee representative. **The signatures of a minimum of three full-time faculty members and the division dean must be provided.** If there are more than three full-time faculty members in a department, four discipline faculty signatures are required. If there are fewer than three, signatures from full-time faculty in related disciplines must be provided.

Course Identifier (e.g., ENGL 101)	Type of Assignment (1, 2, or 3)	Discipline or Disciplines

The signatures below indicate that the specified discipline assignments have been deemed appropriate for the indicated courses.

<b>Faculty Member 1 (Print/Type Name)</b>	<b>Faculty Member 1 Signature</b>
<b>Faculty Member 2 (Print/Type Name)</b>	<b>Faculty Member 2 Signature</b>
<b>Faculty Member 3 (Print/Type Name)</b>	<b>Faculty Member 3 Signature</b>
<b>Faculty Member 4 (Print/Type Name)*</b>	<b>Faculty Member 4 Signature*</b>
<b>Division Dean (Print/Type Name)</b>	<b>Division Dean Signature</b>

*\*Required if there are four or more full-time faculty members in the discipline.*