Subcommittee meets and reviews CAR →
Does the course satisfy Content Area criteria?

Yes →
- Send an email to the Chair of Departmental C&C committee that thoroughly explains why the course does not satisfy content area criteria
  - CC Karen and the GEOC Chair on this email

No →
- Consult the Senate C&C Chair if you have questions about syllabus requirements
  - Send an email to the chair of Departmental C&C committee that thoroughly explains what the subcommittee’s issues with the syllabus are and WHY those issues inhibit assessment of the course’s content area criteria (issues with the syllabus at the subcommittee level must be connected to content area criteria)
  - CC Karen and GEOC chair on this email

Not Sure →
- Is it an issue with the syllabus?
  - Yes →
    - OPTION 1: Email either (or both) the course instructor or the Chair of the Departmental C&C to ask for clarification regarding CA criteria (all issues with the course at the subcommittee level must be connected to CA criteria)
    - OPTION 2: Consult either (or both) the GEOC Chair or the Senate C&C chair to get their opinion on the course
  
  - No →
    - If you are comfortable doing so, you may CC the course’s instructor also

- Karen will forward the subcommittee report to the full GEOC for consideration at the next meeting
- Plan to attend the next GEOC and answer questions if needed

- Email report to Karen at Karen.piantek@uconn.edu
  - If there are typos or excessive grammatical errors in the CAR, separately send a list of corrections for Karen to make edits

- Decide whether the CAR is clear enough to move forward or if it needs to be sent back for more work
- Follow directions above for “Yes” or “No” boxes