

# Submitting a Course for the Diversity, Equity, and Inclusion Essential Competency (DEI EC)

1. Prior to submitting your course for approval, it may be useful to take the online course [Inclusive Teaching: Supporting All Students in the Classroom](#) (by Columbia University) - though this is not a requirement.
2. Use the [DEI EC vetting form](#). (If you are not able to access the linked form, please contact Dr. Ed McNertney at [e.mcnertney@tcu.edu](mailto:e.mcnertney@tcu.edu) or Dr. Elwell, Chair of the DEI EC committee at [sage.elwell@tcu.edu](mailto:sage.elwell@tcu.edu)).
3. All submissions must address Learning Outcome 1 (self-awareness) and one of the corresponding action steps.
  - a. Select one other learning outcome and corresponding action step that the course will address.
  - b. Provide several specific examples (e.g., assignments or artifacts that students will produce) that show how students will, through the use of Student Action Steps, achieve the DEI EC Learning Outcomes in your course.
  - c. Provide examples of the actual prompts for assignments, projects, test and/or exam questions that students will see.
4. The vetting committee will focus on the submission form. Thus, please be sure all the information needed is included in the form.
  - a. Do not modify or alter any of the language of the submission form. Provide an explanation that includes any necessary content or disciplinary specificity.
  - b. Write the explanations in the submission using language accessible both to faculty who might be outside your discipline, as well as to students who might see such language in a course syllabus.
  - c. Briefly provide an overview of the course purpose and other relevant DEI-related information from the syllabus in order to frame the overall DEI agenda for the course.
5. Be sure to explain how students will, through the use of *Student Action Steps*, achieve the DEI EC *Learning Outcomes* in your course. Tie the selected Learning Outcomes (what you expect students to know or be able to do) explicitly to specific Student Action Steps (the actions, assignments, or activities that will lead to the intended Learning Outcome).
6. Attach a syllabus as a supporting document reflecting the Learning Outcomes and the use of Student Action Steps that correlate with DEI EC requirements. However, on the submission form, be sure to identify the learning outcomes and action steps clearly, and clearly explain the connection between the Learning Outcomes and Student Action Steps so that the committee does not need to search through the syllabus to find this information.
7. Submit the completed submission form and syllabus via email to the Director of Core Curriculum (currently Dr. Ed McNertney at [e.mcnertney@tcu.edu](mailto:e.mcnertney@tcu.edu)).
8. If you have any questions, please contact Dr. Elwell, Chair of the DEI EC committee ([sage.elwell@tcu.edu](mailto:sage.elwell@tcu.edu)). Dr. Elwell may also be able to provide examples of successfully completed submissions.

*Note: A website will eventually replace the use of email for the submission process*