

TO: Beth Dobkin, Provost

**FROM: Steve Cortright, Chair
Academic Senate**

DATE: January 12, 2011

**RE: Senate Action S-10/11-13
Resolution for the Establishment of a
College Undergraduate Core Curriculum Committee,
Director of the Core Curriculum,
and Core Curriculum Working Groups**

At the January 12, 2011 meeting of the Academic Senate, the attached Resolution for the Establishment of a College Undergraduate Core Curriculum Committee, Director of the Core Curriculum, and Core Curriculum Working Groups was unanimously approved by a vote of 7-0-0. This action was assigned Senate Action # S-10/11-13.

Attachment

cc: Brother Ronald Gallagher, President
Vice Provost Frances Sweeney
Zach Flanagan, Chair CCIC
Jim Sauerberg

Resolution for the Establishment of a College Undergraduate
Core Curriculum Committee, Director of the Core Curriculum,
and Core Curriculum Working Groups

Resolved, the *Faculty Handbook* shall be amended to reflect Senate Actions S-10/11-9 and S-10/11-13, as follows. Add the sections, or add to the sections, designated:

1.7.4.13 Core Curriculum Committee

Role: *Core Curriculum* signifies the foundational and essential learning expected of all undergraduate students at Saint Mary's College (as articulated in Learning Goals, Outcomes and Rationales) and the processes by which students achieve that learning (i.e., approved courses and other experiences). Under the leadership of the Director, and in accordance with Senate Action S-10/11-09, the Core Curriculum Committee administers and evaluates policy governing the Core Curriculum: course/experience review (through Working Groups) and approval; assessment of student learning; assessment and development of the Core as a whole and in its elements; intra- and extramural presentation of the Core *via* catalogues, course lists, published guidelines, workshops, *et al.*

Membership: the permanent membership of the Core Curriculum Committee includes:

- Director of the Core Curriculum (chairperson, voting), a tenured member of of the undergraduate faculty, nominated to a three-year term by the Senate Executive Committee, UEPC Chair and out-going Director, and confirmed by majority vote of Academic Senate. The Director serves at the pleasure of the Academic Senate and reports to the Vice Provost for Undergraduate Academics;
- six ranked members of the undergraduate faculty (voting): 2 elected from the School of Liberal Arts, 2 from the School of Science, 1 from the School of Economics and Business Administration, and 1 from the undergraduate faculty at large, for staggered, three-year terms;
- Vice Provost for Undergraduate Academics (or designee) (*ex officio*, non-voting);
- Vice Provost for Student Life (or designee) (*ex officio*, non-voting);
- Registrar (or designee) (*ex officio*, non-voting);
- Undergraduate representative chosen by the ASSMC (non-voting).

Director's Duties: as the Core Curriculum Committee's executive, the Director facilitates the Core's day-to-day operation; acts as liaison to the undergraduate faculty at large and to academic officers and bodies of the College; oversees budgetary and staff support; coordinates intra- and extramural assessment, *et al.*, according to Senate Action S-10/11-13; the Director receives yearly reassigned course equivalences commensurate with the office's demands.

Meetings: The Core Curriculum Committee is convened according to a schedule drawn up by the Director.

1.7.4.14 Core Curriculum Working Groups

Role: Core Curriculum Working Groups function as subcommittees of the Core Curriculum Committee, as provided under Senate Action S-10/11-9: the Groups recommend, for inclusion in the core curriculum, courses that fulfill outcomes under the Core learning goals, according to guidelines established by the Core Curriculum Committee. Working Groups are convened by the Director of the Core Curriculum, each with specific responsibilities under the Core Learning Goals, as follows:

- Group HM (Habits of Mind);
- Group MS (Math and Science);
- Group AU (Artistic Understanding);
- Group TU (Theological Understanding);
- Group HC (Historical, Social, and Cultural Understanding);
- Group CG/CE (Common Good/Community Engagement);
- Group AD/GP (American Diversity/Global Perspectives).

Membership: Each Working Group consists in:

- Working Group Chair (a member of the Core Curriculum Committee designated by the Director of the Core Curriculum);
- four members of the undergraduate faculty confirmed by vote of the Academic Senate on the recommendation of the Core Curriculum Committee.

Eligibility: The Core Curriculum Committee consults relevant deans and department chairs, and considers self-nominations by members of the undergraduate faculty, in pursuit of a mix of disciplinary experts and interested non-experts fitted to the specific responsibilities of each Working Group.

Meetings: Working Groups will be convened when, and as—in the judgment of the Director and Group Chairs—the volume of material for review requires.

Add “Core Curriculum Committee” to the section under 2.6.1, *viz.*:

2.6.1 *Service to the College*

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It is the responsibility of faculty to present clear evidence of their effective service to the College. Faculty service should be shared by all. A faculty member is not expected to serve at one time on more than one committee which has an intensive workload. Upon completion of a full term on an intensive workload committee (Academic Senate, Undergraduate Educational Policies Committee, Rank and Tenure, Faculty Welfare, Program Review Committee, Core Curriculum Committee) a faculty member may ask for exemption from the election process for one year through the chair of the Committee on Committees.