

TO: Beth Dobkin, Provost

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

DATE: March 28, 2011

**RE: Senate Actions S-10/11-12 and S-10/11-13
Resolution to Amend Senate
Actions S-10/11-12 and S-10/11-13**

At the March 24, 2011 meeting, the Academic Senate approved the attached revisions to Senate Action S-10/11-12, Position Description and Duties: Director of the Core Curriculum Committee as well as revisions to Senate Action S-10/11-13, Faculty Handbook Section 1.7.4.13, Core Curriculum Committee. The revisions were considered in response to the concerns raised by your memo dated March 6, 2011 and were approved by a vote of 8-1.

Attachment

cc: Brother Ronald Gallagher, President
Vice Provost Frances Sweeney

Resolution to Amend Senate Actions S-10/11-12 and S-10/11-13

Resolved: Senate Action S-10/11-12 shall be amended as follows (deletions are ~~struck~~; additions are in **bold**) . . .

Position Description and Duties: ~~Director~~ **Chair** of the Core Curriculum **Committee**

The ~~Director~~ **Chair** of the Core Curriculum Committee (CCC) is a full-time faculty member who is chosen for a multi-year term to oversee the Core Curriculum, and who serves at the pleasure of the Academic Senate and reports to the Vice Provost for Undergraduate Academics. The first ~~Director~~ **Chair** will be selected in the Spring of 2011 by a search committee made up of two members each from the Academic Senate, the UEPC, and the CCIC. The initial term will be five years, with subsequent ~~Directors~~ **Chairs** serving three-year terms. Subsequent ~~Directors~~ **Chairs** will be nominated by the Executive Committee of the Senate, the chair of the UEPC and the out-going ~~director~~ **Chair** of the CCC and confirmed by Senate majority vote. Initially, the ~~Director~~ **Chair** will receive three course-equivalent reassigned times each academic year.

The duties of the ~~Director~~ **Chair** of the Core Curriculum **Committee** are as follows:

1. ~~Chair and provide leadership of~~ **Lead** the Core Curriculum Committee, ensuring that it fulfills its mandated responsibilities.
2. Establish the seven Core Curriculum Committee working groups based on Core Goals and supervise the selection of faculty to fill those positions, with the assistance of the other CCC faculty members.
3. Address procedural and policy issues that arise in regard to the day-to-day operation of the Core program.
4. Keep abreast of national trends in general education, and initiate consideration of needed reforms in the SMC Core Curriculum Program.
5. ~~In coordination with the Registrar, adjudicate student issues and petitions regarding the student's meeting of Core requirements.~~
6. ~~5.~~ Maintain lists of courses that satisfy particular goals and provide appropriate entries for the Catalog of Courses to guide students and faculty regarding Core requirements.
7. ~~Work with department chairs, program directors, and deans to assure equitable staffing from the various units that are involved in providing courses for the Core.~~
8. ~~6.~~ Develop and direct workshops to stimulate good teaching in the Core Curriculum and to provide a coherent professional development component for faculty teaching in the Core.
9. ~~Develop budget plans and oversee budget expenditures for the program.~~
10. ~~Supervise any staff who provide administrative support for the CCC.~~
12. ~~7.~~ Initiate periodic assessment of student learning in the SMC Core Curriculum Program and report on the results.
13. ~~8.~~ Supervise, in collaboration with the CCC, the rotating schedule of regular review of the policies, overall structure, and specific components of the Core, and make recommendations to the Academic Senate for any needed changes, based on assessment measures and evaluations supervised by the CCC.
14. ~~9.~~ Report as ~~required~~ **provided above, and as circumstance may recommend**, to the Academic Senate and to the Vice Provost for Undergraduate Academics on ~~matters concerning the functioning of the Core Curriculum Program, such as curriculum: e.g., on the development of curricular and co-curricular components, on~~ assessment of learning, staffing, budget, and implementation components **on the adequacy of staffing and budget, on the results of program review, and so on.**
10. Consult with the Vice Provost for Undergraduate Academics, the Registrar, and Deans, respectively, on budget planning and administrative support for core curricular programming; on policies for the adjudication of issues regarding students' fulfillment of Core requirements; on policies for the equitable staffing of core curricular offerings, and so on, as befits Saint Mary's system of shared governance.

. . . and Senate Action S-10/11-13 shall be amended: add, or add to, the designated sections of the *Faculty Handbook* as follows (deletions are ~~struck~~; additions are in **bold**):

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~~ **Chair**, 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~~ **Chair** of the Core Curriculum **Committee** (voting), a tenured member of the undergraduate faculty, nominated to a three-year term by the Senate Executive Committee, UEPC Chair and out-going ~~Director~~ **Chair**, and confirmed by majority vote of Academic Senate. The ~~Director~~ **Chair** serves at the pleasure of the 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 Chair's Duties: as the Core Curriculum Committee's executive, the ~~Director~~ **Chair** 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~~ consults on budgetary and staff support; coordinates intra- and extramural assessment, *et al.*, according to Senate Action S-10/11-12; the ~~Director~~ **Chair** 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~~ **Chair**.

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~~ **Chair** of the Core Curriculum **Committee**, 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~~ **Chair** of the Core Curriculum **Committee**);
- 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 under-graduate 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~~ Core Curriculum Committee Chair 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.