

## **SMC Core Curriculum Designation Procedures**

### **Working Group Consideration of Course Applications**

- 1) The Working Group Chair has the authority to invite other community members to Working Group meetings. S/He also has the authority to close meetings.
- 2) It is the proposer's responsibility to submit a complete, well-formed application. However, when desired by the Working Group, its Chair may ask the proposers for additional information. When the need arises, the Working Group may also ask for the input of those knowledgeable about the proposal.
- 3) Working Group chairs are encouraged to work with proposers, with the assistance of the CCC Chair when necessary, to align proposals with the core. In particular, proposers should be allowed to submit revisions when the Working Group feels the proposal has merit but is lacking in one or more ways.
- 4) The Working Groups do not keep minutes. Instead Working Group Chairs will report to the CCC on each application. This report will be a brief outline of strengths and weaknesses, or, alternately, an annotated feedback form.
- 5) Working Groups should endeavor to work by consensus. When the opinions of the members on a proposal fail to reach consensus, the Chair will poll the individual Working Group faculty as to whether they 'recommend' or 'not recommend' (allowing 'abstain') designation for the core, and will report this vote as part of her/his report.
- 6) The Working Group chair is responsible for meeting the assigned timelines.

### **CCC Course Designations**

- 1) As the faculty's elected, representative body, the CCC has final authority for the designation of courses for the core.
  - 2) For each proposal, the CCC will consider the material presented by the Working Group Chair, and endeavoring to respect the Working Group's recommendation.
  - 3) If necessary, the CCC may consult members of the college community about the proposal.
  - 4) When the CCC feels its consideration is sufficient, it will, by majority vote, do one of the following
    - (i) Designate the course for the core,
    - (ii) Deny designation for the core, or
    - (iii) Remand the proposal back to the Working Group for further work.
- A quorum, which is defined as five faculty members, must be present during the vote, and the required majority is a majority of those present.
- 5) When a course has been denied designation, the Chairs of the CCC and the appropriate Working Group will request a meeting with the proposer(s) to discuss the proposal. If circumstances demand, the CCC and Working Group chairs can agree to have the CCC reconsider the proposal.
  - 6) The CCC will report to the UEPC or GPEPC, whichever is appropriate, and Senate on the courses it has designated for the core. Information on votes and earlier discussion is not within the purview of those bodies, and will not be forwarded.
  - 7) The Chair of the CCC is responsible for meetings the assigned timelines.

### **CCC Department/Program Designations**

The students of most programs will satisfy the core by completing its requirements individually. Certain programs may determine that their programs considered as a whole meet the core, or that certain aspects of the core requirements should be waived. These applications will come directly to the CCC.

- 1) As the faculty's elected, representative body, the CCC has final authority in determining how and whether departments and programs satisfy the core.
- 2) It is the proposer's responsibility to submit a complete, well-formed application. However, when desired by the CCC, its Chair may ask the proposers for additional information. When the need arises, the CCC may also ask for the input of those knowledgeable about the material in the proposal, including members of Working Groups.
- 3) The CCC is encouraged to work with proposer(s) to align proposals with the core. In particular, proposers should be allowed to submit revisions when the CCC feels the proposal has merit but is lacking in one or more ways.
- 4) When the CCC feels its consideration is sufficient, it will, by majority vote, decide to adopt or to not adopt the proposal. A quorum, which is defined as five faculty members, must be present during the vote, and the required majority is a majority of those present.
- 5) When a proposal has been denied, the Chair of the CCC will request a meeting with the proposer(s) to discuss the proposal. If circumstances demand, the CCC chair may ask the CCC reconsider the proposal.
- 6) The CCC will report to the UEPC or GPEPC, whichever is appropriate, and Senate on the programs it has determined satisfy the core. Information on votes and earlier discussion is not within the purview of those bodies, and will not be forwarded.
- 7) The Chair of the CCC is responsible for meetings the assigned timelines.

### **Transfer Designations and Petitions**

Certain courses, due to their consistent nature and content across different institutions, should be seen as relatively equivalent, and so if the Saint Mary's version of the course has been designated for the Core, then transfer students who have successfully complete the course elsewhere should receive credit for meeting the associated learning goal. This principle applies to only some courses and to only some learning goals.

- 1) When an SMC course has been designated for the Core, the CCC will advise the Chair of the CCC whether students who have taken such off-campus courses will receive credit for meeting the learning goal.
- 2) The Chair of the CCC will work with the Director of Articulation and Transfer to automate the 'transfer of learning goal completion' for the courses the Chair, as advised by the CCC, feels appropriate.
- 3) Students may petition that learning goal completion be granted for on-campus and off-campus courses and activities. In consultation with the CCC and appropriate Working Group, when necessary, the Chair of the CCC has the authority to grant or deny such petitions.