I. Overall Structure

Core Curriculum Committee (CCC)

- 1 Director of the Core Curriculum
  - Will be a faculty member chosen for a multi-year term to oversee the core, similar to the director model of Seminar and January Term
    - The initial director will be selected by a search committee made up of two members each of the Senate, UEPC, and CCIC; this initial director will be appointed for a 5-year term
    - Subsequent directors will serve for 3-year terms and will be chosen by a process to be determined by the elected members of the CCC
  - Will chair the CCC
- 6 faculty members
  - 2 from each SOLA, SOS, and SEBA, each elected by ranked faculty in that school
  - Elected for 3-year, staggered terms
- Permanent ex officio & non-voting members
  - 1 Vice Provost for Academics or designee, ex officio & non-voting
  - 1 Vice Provost for Student Life or designee, ex officio & non-voting
  - 1 Registrar or designee, ex officio & non-voting
  - 1 student chosen by ASSMC, ex officio & non-voting
- Temporary (roll-out phase) ex officio & non-voting members
  - 1 Dean of Advising or designee, ex officio & non-voting
  - 1 Director of Institutional Development (or Director of Assessment, when hired), or designee, ex officio & non-voting

Working Groups

7 working subcommittees, each consisting of a Chair, who is a member of the CCC, and 4 faculty

- Group HM (Habits of Mind): Goals 1-4
- Group MS (Math and Science): Goal 5
- Group AU (Artistic Understanding): Goal 6
- Group TU (Theological Understanding): Goal 7
- Group HC (Historical/Social/Cultural U.): Goal 8
- Group CG/CE (Comm. Gd./Comm. Eng.): Goals 9, 12
- Group AD/GP (Amer. Div./Global Persp.): Goals 10, 11

The working group chairs are designated by the CCC once elections are completed. In most cases, the Director will chair Group HM, as this area will involve a great deal of collaboration with Collegiate Seminar, Composition, and the majors. The four faculty members on each working group are recommended to the Senate by the CCC, after consultation with the Deans.

---

1 The CCIC recommends that a call for nominations go forth at the end of January Term and that the search committee conduct the interviews and make a selection during February 2011.
and Departments/Programs, and are to be a mix of disciplinary experts and interested non-experts. Faculty members may self-nominate for consideration for any working group. Immediately after the completion of the regular election process, the CCC will convene to do the selection process for the working groups. The working group members are appointed to 2-year, staggered terms.

II. Duties:

**The Core Curriculum is defined as the foundational and essential learning of all students at Saint Mary’s College (as articulated in the learning goals and outcomes) and the processes by which students achieve that learning (i.e., approved courses and other experiences.)

Of the Core Curriculum Committee

- To address any and all policy issues regarding the Core Curriculum and its Learning Goals and outcomes
- To establish seven working groups, based on the Learning Goals for the Core, for the purpose of receiving and reviewing course proposals\(^2\) for the meeting of specific Learning Goals and recommending courses to the CCC for inclusion in the College’s Core Curriculum
- To develop general guidelines that govern the work of the seven CCC working groups for the course approval and assessment process
- To review the recommendations of the seven CCC working groups concerning the approval of courses as meeting Core Goals and the removal of courses that no longer meet the requirements as set by the CCC, and to respond to faculty per those recommendations
- To be responsible for catalog language for the core and to publish a yearly listing of the courses that satisfy the learning goals
- To develop policies for and to adjudicate student issues and petitions regarding the meeting of Core Goals
- To supervise the assessment process for the Core Curriculum and to evaluate the results
- To assess the policies, overall structure, and specific components of the Core, including Learning Goals, Outcomes and Rationales, on a rotating schedule, and to make recommendations to the Senate for any needed changes, based on assessment measures and evaluations supervised by the CCC
- To stay informed of general education trends and best practices, as regards goals, outcomes, structure, and assessment
- To assist faculty in understanding the CCC guidelines for course approval and to facilitate the submission of course proposals by working with appropriate Deans, Department/Program Chairs and Directors, and individual faculty

Of the CCC Working groups

- To perform the initial review of courses proposed to meet the learning goals of the Core Curriculum and to recommend approval/disapproval of those courses to the CCC

---

\(^2\) The language of reviewing, approving, etc., “course proposals” (in this bullet and elsewhere) is understood broadly to include all curricular, co-curricular, and extra-curricular proposals for the meeting of learning outcomes. All such proposals will undergo the same process of review by the working groups and the CCC.
• To reassess approved Core Curriculum courses on the five-year anniversary of their previous approval and to recommend re-approval/disapproval of those courses to the CCC
• To follow the guidelines established by the CCC for the approval of courses as meeting Core Goals and the removal of courses that no longer meet the requirements
• The working groups of the CCC assist the CCC in carrying out its responsibilities regarding courses serving the Core Curriculum; as such, their work is guided by and subject to the authority of the CCC. Guidelines for the approval and review process are determined by the CCC, with input from the working groups as appropriate. The working groups make recommendations to the CCC, which has the final authority to approve those recommendations or to send them back to the working group for further consideration.

III. Relationship to other faculty committees:

The CCC is an independent committee that operates under the Academic Senate’s larger responsibility for the college’s academic program. All CCC recommendations regarding the process by which the CCC operates will be forwarded to the Senate for approval. Decisions regarding approval or disapproval of individual courses (or student petitions) are totally within the purview of the CCC and are not reviewed elsewhere. The CCC will issue an annual report to the Senate of its work and decisions.

Where there are potential conflicts or overlapping of responsibilities between the UEPC, AARC, and CCC, the Senate will define the appropriate parameters of each group’s authority and responsibility. The January Term and the Collegiate Seminar Board, to the extent that they are responsible for curriculum issues that fall under the purview of the CCC, are to be considered subordinate to the authority of the CCC; to the extent that their duties and scope of action concern administration and operation of their programs, they are independent. [In this sense, the JT and Seminar groups are like any department or program that wishes to offer courses meeting CCC guidelines for the Core.]

IV. Workload considerations and Administrative Support

The Director of the Core Curriculum will have a three-course reassignment of his/her teaching duties, and will be allotted appropriate administrative support. (A full-position job description for administrative support will be drafted in spring 2011.)

Due to the exceptional workload anticipated during the initial period of implementation of the new Core, the initial members of the CCC will receive a course release for each year of service; once the Core has been fully implemented, the Director of CCC, the Chair of the Academic Senate, the Vice Provost for Academics, and the Provost will meet to determine if the level of service expected of a member of the CCC demands continued compensation.

Support for the initial members of the working groups will be through direct stipends, to be determined in consultation with the Provost; once the Core has been fully implemented, the Director of CCC, the Chair of the Academic Senate, the Vice Provost for Academics, and the
Provost will meet to determine the appropriate level of support for faculty members from that point forward.

V. Course Approval Process and Assessment

The CCIC will be forwarding to the UEPC a second set of recommendations concerning the process of course approval and the issues of assessment. For now, we simply note that the CCC as proposed will oversee assessment in terms of policy and evaluation of data, but will not be actually conducting assessment procedures itself. We will likely be recommending the creation of an “assessment position/office” at the College for all the operational aspects of this part of the process, but we have not finalized those recommendations.