A Proposal to the Senate from the UEPC on the Issue of Redesignation of Courses Previously Approved for a Specific Core Area by the CCC

Whereas there are currently multiple assessment processes in which the Core Curriculum Committee (CCC), its Working Groups (WG), the Program Review Board (PRC), and individual departments engage in pedagogical discussion, assessment, and improvements, including those listed in the section below, the Undergraduate Educational Policies Committee proposes that full semester undergraduate courses (non January Term courses) at Saint Mary’s College of California which obtain designation from the CCC in one of the three Core Curriculum areas not be required to apply for redesignation at any time for any reason other than a change in the course which involves or affects one or more of the core curriculum learning outcomes associated with its designation area. Those courses which are required to undergo a redesignation process should be offered a streamlined online form such as the one on the second page of this proposal in which to complete the process.

Current Pedagogical Assessments of Courses with Core Designation.

1. Initial Core Curriculum application which involves discussion and assessment by the hosting department, a Core Curriculum working group and the CCC itself.
2. Each year the CC Working Groups collect and study artifacts which are used to study/assess one of the learning outcomes associated with that group’s area.
3. Each year each individual department is required to study and assess one of its learning outcomes which is connected to the core curriculum.
4. Every five years a department must conduct a thorough Program Review. The new guidelines for program review include the following statements under the section II Curriculum Design and Pedagogy part C:

   For undergraduate programs, discuss how your curriculum is aligned with the Core Curriculum? Please address the following:
   i) How does your program contribute to core curricula, especially in the Pathways to Knowledge and Engaging the World areas?
   ii) How have you addressed the requirement for Writing in the Discipline?
SMC Core Curriculum

Redesignation Proposal

There are three categories of course redesignation. They are as follows:

(A) The language of any of the course’s learning goals relevant to the core designation is changing.

(B) The UEPC notifies the CCC that there is a significant/relevant change in the Catalog language for the course or in the course itself.

(C) The course is a January term only CC designated course which has not been assessed by the CC in the past 5 years.

Departments are responsible for initiating renewal for courses in category A, while the UEPC is responsible for initiating renewal for courses in category B and individuals teaching a January Term course are responsible for courses in category C.

The Renewal Process:

The proposals for renewal in Category A and B will be submitted in a timely manner once changes are made or approved (in the B) category. Courses in category C must be submitted with enough time to be approved for the future January term.

The CCC will designate a website for the Proposals to be submitted. The webpage will have the following design: There should be a drop down option or a box to type in for each entry.

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Designation Renewal Proposal

1. Today’s Date
2. Name of proposer
3. Email of proposer
4. Department/Program of proposer
5. Number and Name of Course
6. If this proposal does not cover all sections of the course, which section does it cover?
7. Core area designation
8. Name of Department/Program course is housed in
9. Name(s) of Chair/Program Director
10. Year of original CC designation
11. Are there any changes in the course’s learning outcomes? Yes  No
   If there are no changes, move to question 12. If there are changes, then upload a page with the old and new learning outcomes along with an explanation for the change in learning outcomes, along with a sample syllabus of a section with the new learning outcomes.
12. Do all sections of the course that are covered by this proposal use the same learning outcomes? Yes  No
   If the answer is “Yes” then upload a sample syllabus from the last time the course was offered. If the answer is “No” to this question upload a sample syllabus for each section that is using a different set of learning outcomes.
13. If this is a course in Category C, please submit two prompts/assignments for each learning outcome that have resulted in successful completion of the learning outcomes.