SMC Core Curriculum
Designation Renewal Proposal
Draft of September 9th 2014

Rationale: The Core Curriculum Committee (CCC) has designated courses for the Core since 2011-12. We have always maintained that these designations were for an indefinite length, and, much like Program Reviews, would eventually need to be redone in some form. We believe next year, 2015-16, is the time to begin the “designation renewal” process.

The current designation process focuses on how instructors propose to teach future iterations of their course. Renewal reports are intended to concentrate on what instructors have done in previous versions of their course. This should make the process far less speculative, with proposals largely consisting of material instructors have already created.

Proposed Process:
1) Renewals are expected:
   - when the learning goal language changes,
   - when the Catalog language for the course changes, or
   - every 4 years, whichever comes first (with reasonable adjustments for workload).

2) The CCC will maintain a schedule showing which courses are to be renewed in any given year, attempting to not overly impact any particular Working Group or department. We intend to be in dialog with the departments and programs to try to spread the work across the years.

3) The Renewal Report will consist of
   - Cover sheet of information - course name, proposer, goal, etc. (much like the proposal now)
   - Affirmations that department feels the Learning Outcomes (LO’s) are still appropriate for class, that it will oversee that LO’s are taught in all sections of the course in a reasonably uniform way, and that it will participate in assessment when asked.
   - All syllabi from all section from the last two semesters. (Or syllabi from the two most recent semesters the course was taught.
   - Explanation as to how the department’s process for ensuring (relatively) consistent learning outcomes across multiple sections of this class, which includes all instructors and likely multiple years, is used or adapted to ensure common learning of Core LO’s.
   - Some (all? only the best?) faculty assignments and prompts that illustrate how students are being asked to show their mastery of/development toward the LO’s. (N.B. not the student work, only the faculty prompt. The student work may be collected as part of assessment.)
   - Description of significant changes in the course since it was last considered by the CCC. This may include explaining how the results of recent Learning Goal assessments have been incorporated into the course (if available).

4) The review process would be modeled on the current one. Renewal Reports would be due October 1st. They would go first to the Working Group’s, who will recommend to the CCC for final decision. Participating would be required for continued designation.