TO: Beth Dobkin, Provost

FROM: Steve Cortright, Chair
       Academic Senate

DATE: January 12, 2011

RE: Senate Action S-10/11-12
    Position Description and Duties: Director of the Core Curriculum

At the January 12, 2011 meeting of the Academic Senate, the attached Position Description and Duties: Director of the Core Curriculum was approved by a vote of 6-0 with one abstention. This action was assigned Senate Action # S-10/11-12.

Attachment

cc: Brother Ronald Gallagher, President
    Zach Flanagin, Chair CCIC
    Vice Provost Frances Sweeney
Position Description and Duties: Director of the Core Curriculum

The Director of the Core Curriculum Committee 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 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 serving three-year terms. Subsequent directors will be nominated by the Executive Committee of the Senate, the chair of the UEPC and the director of the CCC and confirmed by Senate majority vote. Initially, the Director will receive three course-equivalent reassigned times each academic year.

The duties of the Director of the Core Curriculum are as follows:

1. Chair and provide leadership of 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. Maintain lists of courses that satisfy particular goals and provide appropriate entries in 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. Develop and direct workshops to stimulate good teaching in the Core Curriculum Program 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.
11. Report as required to the Academic Senate and to the Provost on matters concerning the Core Curriculum Program, such as curriculum, assessment of learning, staffing, budget, and implementation components.
13. 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.