

Proposed Adjustment to the Procedure for Core Curriculum Assessment

For any course which ultimately does not submit a portfolio by the deadline (given the following timeline), the General Studies committee will recommend to Faculty Senate that the course be dropped from the Core Curriculum.

- Each Spring semester, the Director of General Education will notify department chairs regarding the courses they offer in the Core Curriculum which will be up for review the upcoming academic year. This notification will include the consequences of failing to submit a portfolio (as described in this procedure proposal).
- Each August, the Director of General Education will contact faculty serving as points of contact for each course under review, arranging to discuss the requirements of the review process with them (e.g., faculty development session, individuals meetings). These faculty will also be notified of the consequences of failing to submit a portfolio (as described in this procedure proposal). (Department chairs will be reminded of all of this as well.)
- The deadline for submitting a portfolio is established by the General Studies Committee each academic year, and responsible parties will be made aware of this well in advance.
- The due date for submissions will be no earlier than six weeks after they are notified.
- Two weeks before the deadline, the Director of General Studies will remind relevant faculty and department chairs that failure to meet the coming deadline will result in a recommendation for removal from the GS program. Departments wishing to request a two-week extension may do so at that time, before the deadline.
- Once the deadline is reached, any departments that have not submitted and have not submitted an extension request are given twenty-four hours to submit an extension request.
- Once that twenty-four hour window has closed, any departments not making the request for an extension are immediately recommended to Senate for removal from the Core Curriculum, effective the following academic year. Email receipts of notifications will be sent with the memo for removal. Relevant departments are CC'd.
- For any courses given two-week extensions, failure to submit a portfolio at the end of that two-week period will result in those courses being recommended to Senate for removal from the Core Curriculum, effective the following academic year.
- Any course dropped from the Core Curriculum can be readmitted by going through the process already in place for introducing a new course into the Core Curriculum.

For any course whose portfolio is assessed which the General Studies Committee deems unsatisfactory, that course will be put in probation. The following academic year, a follow-up portfolio must be submitted to demonstrate that the deficiencies with the course (identified by the Committee) have been addressed.

- The Director of General Education and/or Chair of the General Studies Committee will inform the faculty member responsible for the course (who is usually the same person responsible for the original portfolio), along with that faculty member's department chair.
- The assessment process for courses belonging to the Core Curriculum already includes meeting with responsible faculty members to go over the results of portfolios being reviewed. During these

meetings (along with at least one associated email), the Director of General Education or Chair of the General Studies Committee will notify the responsible faculty members (along with their chair) when a course has been put on probation, and clearly articulate what is required to be taken off of probation.

- For any course under probation, the relevant department chair will be involved in discussions/communications of this matter along with any faculty member responsible for submitting its follow-up portfolio.
- Failure to address these deficiencies (or to submit this portfolio at all) will result in the Committee recommending to Faculty Senate that the course be dropped from the Core Curriculum.
- The due date for a follow-up portfolio will be specified by the Committee (e.g., early in the Fall semester). Courses placed under probation may request a later due date for submitting their follow-up portfolio. Doing so requires furnishing a supporting rationale for the extension. The General Studies Committee decides whether to grant any such request.

To be clear, the General Studies Committee is keenly aware of the complications which can arise from removing a course from the Core Curriculum. But the Committee also recognizes the need to close the loop, and to ensure that courses belonging to the Core meet some minimum standards. For faculty and their associated programs who care about their courses continuing to be part of the Core Curriculum, this proposal gives them good reason to meet those standards. (And if there is ever a concern that the General Studies Committee has reached the wrong judgment, please keep in mind that the Committee will be making its recommendations to Faculty Senate. As such, Senators can raise concerns at that point in the process, and the Senate may ultimately reject Committee recommendations based on the strength of those concerns.)