

Core Course Continuous Review

Rationale: The Core Course Continuous Review process is a verification of alignment. Because the Core strives to “provide an educational experience in the liberal arts tradition that encourages and supports free inquiry, critical thinking, effective communication, and creativity,” a review of the student learning outcomes central to Core classes is meant to ensure that students are experiencing the Core that was both proposed and approved by faculty. This streamlined process is meant to create the least amount of faculty work and administrative oversight while ensuring students are receiving a comprehensive experience as they complete the Core Curriculum.

Purpose: To ensure that courses offered in the Core Curriculum have evidence of student learning outcomes, which are aligned with the appropriate core goal area and to offer recommendations for courses that have strayed from a focus on the student learning outcomes. The core course review is not evaluating teaching, delivery, or course content. Core course review maintains alignment of course student learning outcomes with core goal student learning outcomes as reflected in the course syllabus and core course assessment tools.

Review Period:

The review period began in 2019-20 and has a four-year rotation cycle.

The Core Curriculum Committee or a sub-committee of that body establishes deadlines and conducts the review.

Procedure:

A regular review of all Core Curriculum courses will be carried out using the following procedure.

- 1) Based on the available timeline for review, all courses in the Core Curriculum area under review will submit the following items: syllabus and recertification and assessment plan worksheet. The course coordinator for each course will submit the required documentation online by the January 15 deadline.
- 2) The current syllabus (or a representative sample of syllabi) will be submitted along with the associated Core Goal Area Course Review Recertification and Assessment Plan worksheet. If more detailed assessment description is needed to ensure course alignment with Core Goal outcomes, these documents should also be included. In addition, the date of last Core Goal assessment should be provided.
- 3) The committee will then review the submitted material focusing on two criteria.
 - a. The course syllabus is reviewed for the presence of the Core Goal student learning outcomes and evidence of how these will be assessed.
 - b. The Core Goal Area Course Recertification and Assessment Plan worksheet provides a clear description of the connection between Core Goal Student Learning Outcomes and Course student learning outcomes as well as a clear description of how the assessment will be performed.
- 4) The committee will review all courses and either recertify the course within the Core Goal area or provide recommendations for improvements to address drift from alignment with the Core Goal area.

- 5) Courses that are recertified will be reviewed according to the available timeline. If a course receives recommendations, materials will be resubmitted the following year regardless of the recommended timeline.

The submission process will be automated in Anthology so that all the information is easily input and retrieved.

Optional workshops for writing reports will also be offered.

Supporting materials:

Syllabus: Provide a current syllabus from the course under review. If the course is taught by one faculty member, one copy will suffice. If multiple sections of the course are offered, please provide a representative number of samples. If a common syllabus is used for the course, please just submit that document. All identifying information (including section number and instructor information) should be removed.

Core Course Recertification and Assessment Plan Worksheet: Provide information on assignments that are linked to student learning outcomes and list the date of the most current core assessment.