THE MFA CORE CURRICULUM COMMITTEE

The MFA Core Curriculum Committee (CCC) is responsible for the ongoing oversight and assessment of UDM’s Core Curriculum, as established in the Final Proposal of the Shared Governance Task Force, and the MFA Constitution and Bylaws.

The responsibilities of the CCC include:
1. Monitoring the goals and outcomes for learning in the core courses;
2. Assessing the success of core courses in fulfilling the identified outcomes and;
3. Making recommendations based on the findings.

Appendix I-III provides additional information and specifics related to the charges listed below. The following is a summary of the pertinent charges based on those documents as well as current identified needs.

Summary of Charges for the MFA Core Curriculum Committee (CCC):

1. Provide monthly reports to the McNichols Faculty Assembly and the Provost/VPAA.
2. Create a document that outlines roles and responsibilities for members of the CCC as well as committee processes.
3. Edit and/or create appropriate documents or resources and guidelines to assist in the continuing education of the University community including but not limited to:
   a. Core curriculum and its objectives and learning outcomes;
   b. Process for submitting new course proposals; and a
   c. Description of the planned assessment process.
4. Create a document: *Process for Reviewing Program Satisfaction of Core Learning Outcomes.* (See Appendix I attached)
5. Request, review and recommend program materials for a *Core Curriculum Integrated Outcomes and Programs Assessment Proposal* and create a document with the same name. (See Appendix I attached)
6. Create a document: *Process for Maintenance of the Core Curriculum* (See Appendix I attached)

The membership of the CCC is outlined in Appendix II.
Thus, the Core Curriculum Committee is charged with the following initial and ongoing responsibilities (extracted and revised from the Proposed Procedure for Approval of an Outcomes-Based Core Curriculum document approved by the MFA September 15, 2011):

Charges of the Core Curriculum Committee (CCC)

A. MFA Constitution and Bylaws (approved January 13, 2007) provide descriptions for this body’s existence and charge

B. Operating procedures to be determined by the MFA upon investiture
   1. Priority will be placed on establishing a procedure for providing clear feedback and revision suggestions to course proposers by departmental level experts. This procedure should involve the revision of the Course Proposal Document as per the recommendations of the Core Curriculum Reconciliation Committee (CCRC)
   2. A clear path should be established for course proposers who desire reconsideration or discussion of rejected course proposals

C. Population determined by the MFA and approved October 4, 2012 (Appendix II)

D. The MFA Representative to the CCC shall submit meeting minutes to the MFA Executive Committee on a monthly basis

E. Edit and/or create appropriate documents and guidelines to assist in the continuing education of the University community about
   1. the core curriculum and its objectives and learning outcomes;
   2. the process for submitting new course proposals;
   3. description of the planned assessment process.

F. Anticipate and provide guidance to UDM administrators on procedural issues that may arise as the new Core is implemented.

G. Author a document titled Process for Reviewing Program Satisfaction of Core Learning Outcomes; the document will accomplish the same as Core Curriculum Implementation Committee (CCIC) charge II.B (Appendix III), but come from the programmatic perspective.

H. Request, review and recommend program materials for a Core Curriculum Integrated Outcomes and Programs Assessment Proposal based on CCIC charge II.C (Appendix III)

I. Author a document titled “Core Curriculum Integrated Outcomes and Programs Assessment Proposal;” this document will:
   1. Compile reviewed integrated outcomes and core requirements for all McNichols degree programs
   2. Plan for Annual outcomes-based Core Curriculum Assessment
      a. Establish a realistic and reasonable timeline for assessment of subsections of the Core and the entire Core comparable to the Program Review Schedule established for the program review of all academic programs
b. The CCC will establish procedures for the focused review of each of the subsections of the new Core Curriculum modeled after the structure of the MFA’s Program Review Committee and will report to the Shared Governance Clearinghouse at the close of each academic year.

c. Work must be completed in conjunction with the UDM Director for Assessment:
   i. to monitor the number of sections scheduled per semester for each area and review student work samples from all sections of the same course for consistency in assessment
   ii. to review student work samples from all sections from different courses which address the same learning outcomes

d. After a schedule of annual review is established, evidence of student learning must be reviewed by the CCC for:
   i. Consistency of learning outcomes
   ii. Maintenance of statistical data and record of new Core Curriculum assessment
   iii. Communication with College/School curriculum committees
   iv. Regular review of Core Curriculum to ensure course offerings remain current and relevant for the Core Curriculum

J. Author a document titled *Process for Maintenance of the Core Curriculum*, in accordance with II.C (Appendix III)
   1. Using the recommendations of the CCRC and the *Guidelines for Proposing a Course for Inclusion in the University Core* as a starting point, *Process* document must establish/revise criteria for future course addition/subtraction in the Outcomes-based Core.
   2. *Process* document must provide for future modification of overall outcomes in response to accrued assessment data

K. The MFA reserves the right to modify these charges within reason at any time.
Appendix II
University of Detroit Mercy
McNichols Faculty Assembly (MFA)
MEMBERSHIP OF THE MFA CORE CURRICULUM COMMITTEE
Adopted 4 October 2012

<table>
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<tr>
<th>Member Affiliation</th>
<th>Core Curriculum Task Force</th>
<th>Core Curriculum Implementation Committee</th>
<th>Core Curriculum Reconciliation Committee</th>
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**CCC Membership:**
CLAE – Writing (English department): TBD (term ends 2018)
CLAE – Communication Studies: Cynthia Langham (term ends 2017)
CLAE – Philosophy: David Koukal (term ends 2018)
CLAE – History, Performing Arts, Literature: Heather Hill-Vasquez (term ends 2017)
CLAE – History, Performing Arts, Literature: Art Beer (term ends 2018)
CES – Engineering: Mark Schumack, term ends 2017
CES – Biology, Biochemistry, Chemistry, Physics: Rachelle Belanger (term ends 2018)
CHP – Lori Glenn (term ends 2017)
CBA – Min Xu (term ends 2018)
SOA – TBD (term ends 2017)
LIB – Jill Spreitzer (term ends 2018)

Non-voting:
MFA – Roy Finkenbine
ADMIN - TBD
ADMIN - TBD
DH - TBD
Appendix III

The following is extracted from the Proposed Procedure for Approval of an Outcomes-Based Core Curriculum document approved by the MFA September 2011.

II. Charges of the Core Curriculum Implementation Committee
   B. Author a founding document titled “Process for Reviewing Course Satisfaction of Core Learning Outcomes;” this document will include a:
      1. Core Curriculum Faculty Handbook and Course Materials Guide that will:
         a. Provide a general overview of the criteria, methods and timeline which will be used to evaluate and select courses appropriate to meet the outcomes for the Core Curriculum
         b. Inform and educate colleagues through appropriate measures about:
            i. the use of an outcomes-based approach to the Core Curriculum
            ii. Bloom’s Learning Taxonomy and its application to course material development, including the specific learning objectives for each course (as defined by the CCTF Final Report)
            iii. the types of evidence required to demonstrate satisfaction at each learning level
            iv. the writing and research requirements of upper level courses
            v. any additional information identified by faculty and/or administrators to assist in enhancing understanding of or address a specific need with regard to the process of generating an outcomes-based Core Curriculum
         c. Clearly and concisely describe the specific criteria to be used for evaluating submitted course materials and selecting courses appropriate for an outcomes-based Core Curriculum, including:
            i. Identification of the specific outcomes the course proposes to satisfy (i.e., course outcomes should be explicitly linked to the relevant Core outcomes described in the Core Curriculum Task Force Final report)
            ii. Development of learning objectives associated with specific outcomes
            iii. Appropriateness of standards (rubrics) to be used for the assessment of student performance
         d. Provide a template for course material submission that establishes expected content and supporting material required to generate a consistent basis for evaluation and comparison (akin to MFA’s established annual Program Review)
         e. Develop and implement a procedure for coordination with all College/School Curriculum Committees and the Registrar for the purpose of degree audit, including:
            i. Attaining the learning expectations of the CCTF Final Report in the context of existing curricular structure and accreditation requirements
            ii. Developing specific implementation strategies relevant and appropriate to each program
iii. Developing and coordinating assessment procedures especially in those areas where the entirety of the outcomes is not addressed by a single course, but rather is satisfied by multiple courses

2. Plan for the organization and conducting of one or more Core Curriculum Workshops to advise and assist faculty in the preparation of course materials to be submitted for consideration

C. Request, review and recommend courses for a “Core Curriculum Integrated Outcomes and Courses Proposal” based on the learning outcomes and assessment objectives provided by the CCTF and the process listed below (see Appendix A):

1. Issue a formal request for course materials to all McNichols Colleges and Schools

2. Encourage faculty and/or departments to submit new courses that may satisfy those areas that would benefit from the generation of new courses to satisfy learning outcomes

3. Proposed courses and their course materials will be submitted to the CCIC, which will decide the College/School Curriculum Committee(s) with expertise in the area of the stated learning outcomes and send course proposal materials to said Committee(s)

4. Using criteria defined (as described above) by CCIC, College/School Curriculum Committees evaluate proposals and send recommendations to CCIC

5. CCIC uses criteria listed above to evaluate submitted proposals on a rolling basis

6. If necessary, College/School Curriculum Committees are consulted for clarification

7. CCIC decides for or against course inclusion in the New UDM Core Curriculum within 90 days of proposal receipt from College/School Curriculum Committee

8. If decision is made to decline a proposal, the CCIC will:
   a. Provide written feedback regarding strengths, deficiencies and questions resulting from the course material submissions to the proposers and appropriate College/School Curriculum Committee
   b. If a course is not accepted as new Core-eligible, course materials may be modified and re-submitted prior to the predetermined deadline; Modifications must address deficiencies and respond to questions raised during the review process
   c. In cases where the decision of the CCIC is at odds with a College/School Curriculum Committee, the MFA will act as arbiter

MFA Reaffirmed with slight changes 1/12/16