



Policies and Procedures for Core Course Designation

Committee of the Core Curriculum (Rev. Jan 2017)

Application Process

Following is the process by which courses are officially designated as fulfilling core learning outcomes requirements in the core curriculum.

1. Core Course Designation Application completed by instructor. For courses with multiple instructors, please designate one instructor to submit the application on behalf of the department.
2. Review by the applicant's department. Approval by majority vote and attested by signature of department chair on application.
3. Review by Committee of the Core Curriculum. Approval by majority vote and attested by signature of committee chair on application.
4. Recommendation of core designation by Committee of the Core to the Dean of College.

Note: This application process is for core course designation of existing Saint Anselm College courses. Proposed new courses must first be approved as an official course by the college following the usual procedure (department, to subcommittee, to Dean, to Curriculum Committee) before applying for core course designation.

Application Submission

The committee of the core accepts department-approved applications at any time throughout the academic year, but does not guarantee the review of applications for a particular meeting if they are received less than one week before the scheduled meeting time. For a list of upcoming meeting times visit: <http://www.anselm.edu/Faculty-and-Staff/Dean-of-the-College/Resources/Curriculum/Core-Course-Designation.htm>

Please submit **one digital copy** and **one printed copy with signature of department chair** of each application and syllabus to Jane Vendituoli, Faculty Assistant for the Core Curriculum.

Jane T. Vendituoli
Humanities Office, Box 1724
100 Saint Anselm Drive
Manchester, NH 03102-1310

Phone: (603) 641-7720
E-mail: jvendituoli@anselm.edu

Course Designation Policies

Contents

1.	Addressing student learning outcomes in core courses	2
2.	Distributing student learning outcomes in core courses	2
3.	Course designation linked to a course and syllabus.....	2
4.	The role of faculty and departmental expertise in the review process	2
5.	Application review, revision, and approval	3
6.	Appeal process for declined applications to Curriculum Committee.....	3
7.	Course re-designation required under the following circumstances:.....	4
8.	Advanced Placement exams.....	4
9.	Transfer Courses	4
10.	Study Abroad experiences and Global Engagement core requirement	5

1. Addressing student learning outcomes in core courses

- a. A course may be designated as fulfilling one core learning area. Exceptions to this rule include Citizenship, Global Engagement, and Writing Intensive designations, each of which may be added to other core courses. Note: Citizenship and Global Engagement cannot be fulfilled in the same course. Any course may be designated as writing intensive, regardless of other core designations.
- b. For a course to be designated as fulfilling a core learning area, the primary focus of the course must be on the learning outcomes associated with the core learning area, and the course must address all of the student learning outcomes listed for that learning area. Exceptions to this policy are for Citizenship, Global Engagement, and Writing Intensive designations, which are intended to be more broadly applied across the curriculum as potential additional designations to courses. For these exceptions, courses must still address all of the student learning outcomes, but the outcomes may be a secondary emphasis of the course.
- c. To what degree the Committee of the Core will expect a given learning outcome to be covered in a course will be primarily determined by the language of the outcome. Learning outcomes that include terms such as “comprehensive knowledge” or “well-developed understanding” are expected to be more fully covered in a course than learning outcomes that include terms such as “basic knowledge” or “rudimentary understanding,” which would still need to be covered in the course but to a much lesser degree.

2. Distributing student learning outcomes in core courses

- a. Instructors for core-designated courses are expected to distribute a copy of the appropriate core learning outcomes to students at the start of each semester.
- b. A copy of the learning outcomes (PDF file) will be provided by the committee of the core to the instructor with the course designation approval letter.
- c. Instructors may distribute these learning outcomes as printed copies with their course syllabus, as a printed document separate from their course syllabus, as a digital copy on Sakai, or by other means chosen at the instructor’s discretion.
- d. The intent of this policy is to remind students that a course fulfills a given core requirement and to inform them of the core learning outcomes associated with that requirement.

3. Course designation linked to a course and syllabus

- a. Each application must include one sample syllabus that is representative of how the course fulfills the student learning outcomes.
- b. For multi-section courses, all sections must be designated as core courses. Exceptions to this rule are for course designations associated with sections of courses that fulfill the Writing Intensive courses and Citizenship and Global Engagement outcomes.
- c. For the purposes of core course designation, cross-listed courses are treated as a single course.
- d. For the purposes of core course designation, special topics sections can be treated as individual courses and may be designated as fulfilling core outcomes. However, core designation applies only for the time approved by the committee.
- e. Core designation is linked to a course, not an individual instructor. Courses only need to be re-submitted for designation under the circumstances outlined in the “Course re-designation” section.

4. The role of faculty and departmental expertise in the review process

- a. Core course designation applications must be approved by a majority vote within their department.
- b. It is the responsibility of the department to ensure the presence and the integrity of student learning outcomes across multiple sections of a course.

- c. Because core outcomes serve the College broadly, it is the committee's general expectation that faculty proposing a course for core outcome designation will consult with members of other departments who share a disciplinary interest in that core outcome.

5. Application review, revision, and approval

- a. The Committee of the Core only reviews applications that have been approved by the applicant's department.
- b. To better evaluate how a course fulfills the intended learning outcomes, the committee may choose to consult other faculty experts on campus. This feedback is then used to inform the committee's deliberations on a given application. The committee is not bound, however, by the opinion of these faculty experts.
- c. Core course designation is approved through a majority vote by members of the Committee of the Core. Approved applications will be recommended to the Dean of the College for final approval.
- d. To expedite the review process, the committee of the core may vote to approve a course for core designation contingent upon minor revisions/clarifications to the application. For such contingent approvals, a member of the committee will be appointed by the chair to follow-up with the applicant on the required revisions/clarifications. Upon receipt of a satisfactorily revised application by the appointed committee member, the course will be approved.
- e. If an initial application for course designation is declined, the Committee of the Core will provide specific feedback to the applicant so that the application and syllabus may be revised in accordance with the committee's feedback and resubmitted for review.
- f. Core course designations (or the removal thereof) may not be applied retroactively. Exceptions at the discretion of the Dean's office.
- g. Core designations may be added before fall pre-registration (during spring semester) for fall semester courses. Core designations may be added before spring registration (during fall semester) for spring semester courses, so long as the course was not offered during the fall semester without core designation. This restriction is due to the fact that core designations are applied in the registrar's office for the entire academic year, and therefore adding the designation mid-year would incorrectly apply the core credit to the fall semester.
- h. Core designations may be removed before fall pre-registration (during spring semester) for fall semester courses. Core designations may be removed before spring registration (during fall semester) for spring semester courses, so long as the course was not offered during the fall semester with core designation. This restriction is due to the fact that core designations are applied in the registrar's office for the entire academic year, and therefore removing the designation mid-year would incorrectly remove the core credit from the fall semester.

6. Appeal process for declined applications to Curriculum Committee

- a. The appeal process begins with the submission by the petitioner of the appeal dossier to the Dean of the College, who will bring it forth to the Curriculum Committee. After review of the dossier and deliberation by the Curriculum Committee, the committee may decide by majority vote to: 1) overturn the decision of the committee of the core and approve the course for core designation, 2) uphold the decision by the committee of the core but request a revision to learning outcomes to address a point of contention, or 3) uphold the decision of the Committee of the Core. Note that the standard for review for appeals is higher than the initial review. This higher standard means that deference is accorded to the decision by the Committee of the Core that is under review, so that it will not be overturned just because the Curriculum Committee might have decided the matter differently; it will be overturned only if the Curriculum Committee strongly disagrees with the decision of the Committee of the Core or considers the decision to have been made in error.
- b. All members of the Curriculum Committee may vote, with the exception of the Dean of the College and any committee member who is also currently a member of the Committee of the Core Curriculum.

- c. The appeal dossier includes the original core application materials, a letter from the petitioner explaining reasons for the appeal, letters from faculty experts who advised the committee of the core during its deliberations, and the letter from the Committee of the Core explaining its decision. At its discretion, the Curriculum Committee may request additional information from the petitioner, the Committee of the Core, and/or faculty experts who participated in the initial review.
- d. The petitioner may be present at the curriculum committee meeting to briefly present his/her case and to answer any questions that might arise from the group. The petitioner leaves before the deliberations of the committee, unless the petitioner is a department chair, in which case he/she would remain for the entire meeting.

7. Course re-designation required under the following circumstances:

- a. A revision of a particular set of student learning outcomes is deemed substantial enough by the Committee of the Core to require courses to be reviewed for re-designation.
- b. There is a planned change in the course syllabus that significantly impacts any of the required student learning outcomes.
- c. A certain amount of time has elapsed (amount to be determined) since a course was last reviewed for core designation.

8. Advanced Placement exams

- a. Advanced Placement (AP) scores that are given course equivalency by the appropriate department chair fulfill the core requirement(s) associated with the Saint Anselm College course.
- b. The number of AP course equivalencies that count for core credit is limited to a maximum of four courses.
- c. A student who earns a score of 4 or 5 on either the AP Language and Composition exam or the AP Literature and Composition exam will be awarded a 4 credit course in English composition—the equivalent of EN105.
- d. AP scores are not eligible to count for Writing Intensive course requirements.

9. Transfer Courses

- a. Equivalent to Saint Anselm College Course
 - Transfer courses that are assigned course equivalency by the appropriate department chair fulfill the core requirement(s) associated with the Saint Anselm College course.
 - There is no limit to the number of transfer courses that may fulfill core requirements.
 - A transfer course may count for Writing Intensive (WI) core credit if the transfer course was designated as WI from another accredited institution.
- b. Non-equivalent to Saint Anselm College Course
 - Approval process:
 - Department chairs may recommend to the Committee of the Core non-equivalent transfer courses for core designation(s). Recommendations should be made with a completed application form and course syllabus attached.
 - The Committee of the Core will review each recommended non-equivalent transfer course and vote on whether to apply the recommended core designation(s).

- Considerations:
 - Core designation recommendations should be based on the department chair's review of a course description and course syllabus.
 - Recommendations may be made for reasons such as the transfer course fulfills a function similar to ours at the other institution (i.e. fulfills a core requirement in a comparable area) or the transfer course appears to meet the general intention of a Saint Anselm College learning outcome.
 - As with core designation of Saint Anselm College courses, core designation of non-equivalent transfer courses is tied to a course, not an individual transfer student. All students with the same transfer course will receive the same core credit(s).
 - This policy does not apply to Writing Intensive courses.

10. Study Abroad experiences and Global Engagement core requirement

- a. Study abroad experiences (living within a different country) that include, at a minimum, one 3-credit course will count as fulfilling the core requirement for Global Engagement. Completion of this requirement will be indicated on the student's transcript by a non-credit bearing course designated as Global Engagement.
- b. Saint Anselm College faculty-led travel abroad courses may be designated for Global Engagement through the usual application process with the Committee of the Core.