

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S) that authored or sponsored this proposal:** Core Curriculum

**TOPIC:** Membership of the Core Curriculum Committee

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): This proposal seeks to update FPPM language describing the Civitae Core Curriculum committee. It also adjusts the committee composition.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

See attached documents

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Currently, there are 75 writing-infused and 56 speaking-infused courses approved in the Civitae program. Coordinating the development, teaching and assessment of these courses is a huge task. The creation of a Speaking Coordinator (with reassigned time and stipend) and the removal of ENGL 165 responsibilities from the Writing Coordinator position makes these tasks more manageable. This increases the number of Directors/Coordinators to 5. Assessment of Critical Thinking (CT) and Civic Engagement (CE), SCHEV competencies, have been incorporated into the CTZN 110 & CTZN 410 Coordinator duties. This leaves 7 category/SCHEV competency positions remaining. To ensure representation from CCCAS, CBE, and CEHS two at-large positions are proposed. The number of ex-officio members has also been reduced. The Director reports directly to the Provost. Currently, there are 3 Faculty Senators included in the voting membership of this committee.

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

## H. CIVITAE CORE CURRICULUM DIRECTOR AND COORDINATORS

### 1. Director of the Civitae Core Curriculum

The Civitae Core Curriculum Director oversees the development and implementation of the Longwood University Civitae Core Curriculum and chairs the Civitae Core Curriculum Committee. The Director is appointed by the PVPAA and receives half time release (generally two courses) each semester in addition to compensation (comparable to department chairs) for additional responsibilities and summer work. The term of the appointment is three years and is subject to review annually by the PVPAA. The Director may be re-appointed at the discretion of the PVPAA.

Responsibilities of the Civitae Core Curriculum Director include:

- Coordinates day-to-day operation of the Civitae Core Curriculum by providing students, faculty, departments, and university offices with information relating to the program
- Presides over meetings of the Civitae Core Curriculum Committee, working collaboratively with other voting and ex-officio members of this committee
- Oversees the review, approval, and renewal of Civitae Core Curriculum courses through the Civitae Core Curriculum Committee, including the development of a probationary process for Civitae Core Curriculum courses identified by the committee
- Collaborates with campus offices supporting the Civitae Core Curriculum program (e.g., the Writing Center, Peer Mentors, etc.)
- Works with deans and department chairs to ensure involvement of a diverse and engaged faculty in the teaching of Civitae Core Curriculum courses
- Assists the PVPAA in selection and/or re-appointment of Civitae Core Curriculum coordinators
- Develops and monitors the budget for support of the Civitae Core Curriculum, submitting budgetary requests in accordance with procedures established by Academic Affairs
- Works with the Registrar's Office and department chairs to coordinate the scheduling of Civitae Core Curriculum courses and the pre-registration of students where appropriate
- Maintains a long-term planning schedule for the Civitae Core Curriculum which includes implementation of new courses, assessment and professional development timelines, rotation of themes, terms of leadership, etc.
- Works with the Admissions Office to publicize the Civitae Core Curriculum to prospective Longwood students
- Works with CAFÉ, DEC and/or other faculty development resources to coordinate opportunities for professional development for Civitae Core Curriculum instructors
- Maintains appropriate data collection
- Works collaboratively with ~~Institutional Research (OAIR)~~ the Director of Assessment, and the CTZN 110 Coordinator, the CTZN 410 Coordinator, ~~and the~~ Writing and Rhetoric Coordinators, ~~and the~~ Speaking

Coordinator to evaluate individual Civitae Core Curriculum courses and the effectiveness of the overall Civitae Core Curriculum program

- Serves as one of Longwood's representatives in discussions regarding articulation agreements with the Virginia Community College System (VCCS)
- Writes and submits to the PVPAA required reports on the Civitae Core Curriculum including enrollment data, professional development programming, course-level data, etc.
- Stays actively engaged in contemporary scholarship on general education and attends relevant conferences

## 2. CTZN 110/Inquiry into Citizenship Course Coordinator

The CTZN 110/Inquiry into Citizenship Course Coordinator oversees and coordinates the development, teaching, and teaching assessment of the first-year CTZN 110 course. Along with the CTZN 410 Coordinator, the CTZN 110 Coordinator is responsible for coordinating the assessment of Critical Thinking (CT) and Civic Engagement (CE), SCHEV competencies. The Coordinator is appointed by the PVPAA in consultation with the Civitae Core Curriculum Director, receives quarter time release (generally one course) each semester, compensation (comparable to program coordinators) for additional responsibilities and summer work, and reports to the Civitae Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be re-appointed at the discretion of the PVPAA.

Responsibilities of the Inquiry into Citizenship Course Coordinator include:

- Presides over meetings of the Inquiry into Citizenship (CTZN 110) faculty
- Coordinates the curriculum and monitors course assessment
- Works collaboratively with the CTZN 410 Coordinator, the Civitae Core Curriculum Committee, and other relevant stakeholders to assess Critical Thinking (CT) and Civic Engagement (CE) as required by SCHEV
- Works with individual faculty on course development
- Confers with the Registrar's Office, the Civitae Core Curriculum Director, and appropriate department chairs regarding the scheduling and staffing of CTZN 110 sections
- Participates actively in the recruitment of CTZN 110 instructors
- Works with CAFÉ and/or other faculty development resources to provide opportunities for professional development for CTZN 110 instructors
- Plays an active role as a voting member at all meetings of the Civitae Core Curriculum Committee
- Works collaboratively with Institutional Research (OAIR)-the Director of Assessment to prepare assessment data and reports for effective review, evaluation, and on-going development of Citizenship courses
- Writes required reports regarding successes and challenges of the Citizenship courses

- Stays actively engaged in contemporary scholarship on civic education at the collegiate level and attends relevant conferences
- Teaches at least one section of the CTZN 110 course during the academic year

### 3. CTZN 410/Symposium Course Coordinator

The CTZN 410/Symposium Course Coordinator oversees the development, ~~and~~ teaching, ~~and~~ assessment of the Symposium course (CTZN 410). Along with the CTZN 110 Coordinator, the CTZN 410 Coordinator is responsible for coordinating the assessment of Critical Thinking (CT) and Civic Engagement (CE), SCHEV competencies. The Coordinator is appointed by the PVPAA in consultation with Civitae Core Curriculum Director, receives three-eighths time release (generally three courses) each year, compensation (comparable to program coordinators) for additional responsibilities and summer work, and reports to the Civitae Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be reappointed at the discretion of the PVPAA.

Responsibilities of the Symposium Course Coordinator include:

- Presides over meetings of the Symposium (CTZN 410) faculty
- Coordinates the curriculum and monitors course assessment
- Works collaboratively with the CTZN 110 Coordinator, the Civitae Core Curriculum Committee, and other relevant stakeholders to assess Critical Thinking (CT) and Civic Engagement (CE) as required by SCHEV
- Works with individual faculty on course development
- Confers with the Registrar's Office, the Civitae Core Curriculum Director, and appropriate department chairs regarding the scheduling and staffing of CTZN 410 sections
- Participates actively in the recruitment of CTZN 410 instructors
- Works with CAFÉ and/or other faculty development resources to provide opportunities for professional development for CTZN 410 instructors
- Plays an active role as a voting member at all meetings of the Civitae Core Curriculum Committee
- Works collaboratively with Institutional Research (OAIR)-the Director of Assessment to prepare assessment data and reports for effective review, evaluation, and on-going development of the CTZN 410 course
- Writes required reports regarding success and challenges of Symposium sections
- Coordinates the campus-wide Symposium event(s)
- Collaborates with the Civitae Core Curriculum Committee to develop the Symposium theme and review proposals for inclusion within the assigned theme
- Stays actively engaged in contemporary scholarship on integrative education at the collegiate level and attends relevant conferences

- Teaches at least one section of the CTZN 410 course during the academic year

#### 4. Writing ~~and Rhetoric~~ Coordinator

The Writing ~~and Rhetoric~~ Coordinator oversees and coordinates the development, ~~and~~ teaching, ~~and assessment~~ of ~~the first-year Writing and Rhetoric course~~ writing-infused courses in the Civitae Core Curriculum. The Coordinator ~~is a disciplinary expert appointed by the PVPAA in consultation with the chair of the Department of English and Modern Languages,~~ receives quarter time release (generally one course) each semester, compensation (comparable to program coordinators) for additional responsibilities and summer work, and reports to the Civitae Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be re-appointed at the discretion of the PVPAA.

Responsibilities of the Writing ~~and Rhetoric~~ Coordinator include:

- ~~Presides over meetings of the Writing and Rhetoric (ENGL 165) faculty~~
- Coordinates the curriculum and monitors course assessment across writing-infused courses
- Collaborates with the ENGL 165 Coordinator on course design and assessment
- Works with individual faculty on course development
- ~~Confers with the Civitae Core Curriculum Director and the Chair of the Department of English and Modern Languages regarding the scheduling and staffing of ENGL 165 sections~~
- ~~Participates actively in the recruitment of ENGL 165 instructors~~
- Works with CAFÉ and/or other faculty development resources to provide opportunities for professional development for instructors of writing-infused courses
- Plays an active role as a voting member at all meetings of the Civitae Core Curriculum Committee
- Works collaboratively with ~~Institutional Research (OAIR)~~the Director of Assessment to prepare assessment data and reports for effective review, evaluation, and on-going development of ~~the Writing and Rhetoric course~~writing-infused courses
- Writes required reports regarding successes and challenges of ~~the Writing and Rhetoric course~~writing-infused courses
- Stays actively engaged in contemporary scholarship on ~~rhetoric and composition education~~writing at the collegiate level and attends relevant conferences
- Teaches at least one section of ~~the Writing and Rhetoric course~~a writing-infused course during the academic year

#### 5. Speaking Coordinator

The Speaking Coordinator oversees and coordinates the development, teaching, and assessment of speaking-infused courses in the Civitae Core Curriculum. The Coordinator receives quarter time release (generally one course) each semester, compensation (comparable to program coordinators) for additional responsibilities and summer work, and reports to the Civitae Core Curriculum Director. The

term of the appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be re-appointed at the discretion of the PVPAA.

Responsibilities of the Speaking Coordinator include:

- Coordinates the curriculum and monitors course assessment across speaking-infused courses
- Works with individual faculty on course development
- Works with CAFÉ and/or other faculty development resources to provide opportunities for professional development for instructors of speaking-infused courses
- Plays an active role as a voting member at all meetings of the Civitae Core Curriculum Committee
- Works collaboratively with the Director of Assessment to prepare assessment data and reports for effective review, evaluation, and on-going development of speaking-infused courses
- Writes required reports regarding successes and challenges of speaking-infused courses
- Stays actively engaged in contemporary scholarship on speaking at the collegiate level and attends relevant conferences
- Teaches at least one section of a speaking-infused course during the academic year

## L. CIVITAE CORE CURRICULUM COMMITTEE

1. Purpose and Duties: The Civitae Core Curriculum Committee is responsible for coordinating, overseeing, assessing, and reporting about the Longwood University Civitae Core Curriculum program in conveying content knowledge to, and developing the cognitive abilities of, Longwood University students and graduates. The committee, led by the Director of the Civitae Core Curriculum, will consolidate and evaluate information about the performance of the Civitae Core Curriculum program's curricular and co-curricular elements with the aid of appropriate administrative offices (e.g., ~~OAIR~~Assessment, Institutional Research, Writing Center). The Committee will evaluate the Civitae Core Curriculum on a rotating three-year cycle and will, when necessary, make specific recommendations for change to the Educational Policy Committee for curricular action or to appropriate parties for changes in co-curricular elements.

2. Specific Responsibilities of the Committee (including, but not limited to)

- a. Oversee and recommend changes in the Civitae Core Curriculum program and process
- b. Consult with each academic program to confirm their Pillar category selection on a regular basis.
- c. Coordinate the design of Civitae Core Curriculum three-year rotation assessment
- d. Evaluate assessment data for Civitae Core Curriculum (e.g., goals, courses)
- e. Develop and update an ongoing plan for faculty development in Civitae Core Curriculum
- f. Coordinate co-curricular activities for the Inquiry into Citizenship and Symposium on the Common Good courses, including speakers, designed to enhance the common experience
- g. As needed, make recommendations for Civitae Core Curriculum in the areas of

(1) Curriculum

(2) Faculty development for Civitae Core Curriculum

(3) Assessment of Civitae Core Curriculum both substantive and structural

(a) If a ~~topic-section~~ of CTZN 110 is found unsatisfactory following a review, the section may be placed on a three-year probationary period. If substantial progress is not made ~~after the probationary period~~, the Director of the Civitae Core Curriculum Committee may will discuss with the appropriate department chair recommend to Educational Policy Committee the removal of ~~course topic~~that section of CTZN 110 from the list of sections offered.

(b) If a section of CTZN 410 is found unsatisfactory following a review, the section may be placed on a three-year probationary period. If substantial progress is not made, the Director of the Civitae Core Curriculum Committee will discuss with the appropriate department chair the removal of that section of CTZN 410 from the list of sections offered.

~~(b)~~c) If a course is found unsatisfactory following a review, the course may be placed on a three-year probationary period. If substantial progress is not made after the probationary period, the Civitae Core Curriculum Committee may recommend to the appropriate College Curriculum Committee and to the



Educational Policy Committee the removal of courses from the list of approved Civitae Core Curriculum courses.

(4) Student awareness of Civitae Core Curriculum program and purpose

(5) Co-curricular activities

h. Oversee all aspects of the phase out of the General Education Program.

3. Membership: The committee will be a standing committee of the Faculty Senate. The committee will consist of ~~five~~four voting directors and coordinators, ~~nine~~ seven to nine additional voting members, and ~~six~~three non-voting ex-officio members.

a. The Director of Civitae Core Curriculum oversees the development and implementation of the Longwood University Civitae Core Curriculum and chairs the Civitae Core Curriculum Committee. The Director is appointed by the PVPAA and receives half time release (generally two courses) each semester in addition to compensation for additional responsibilities and summer work (comparable to department chairs). The term of the appointment is three years and is subject to review annually by the PVPAA. The Director may be re-appointed at the discretion of the PVPAA.

b. The CTZN 110/Inquiry into Citizenship Course Coordinator oversees and coordinates the development, ~~and~~ teaching, and assessment of the first-year CTZN 110 course. Along with the CTZN 410 Coordinator, the CTZN 110 Coordinator is responsible for coordinating the assessment of Critical Thinking (CT) and Civic Engagement (CE), SCHEV competencies. The Coordinator is appointed by the PVPAA in consultation with the Civitae Core Curriculum Director, receives quarter time release (generally one course) each semester, compensation for additional responsibilities and summer work (comparable to program coordinators), and reports to the Civitae Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be re-appointed at the discretion of the PVPAA.

c. The CTZN 410/Symposium Course Coordinator oversees the development, ~~and~~ teaching, and assessment of the Symposium course (CTZN 410). Along with the CTZN 110 Coordinator, the CTZN 410 Coordinator is responsible for coordinating the assessment of Critical Thinking (CT) and Civic Engagement (CE), SCHEV competencies. The Coordinator is appointed by the PVPAA in consultation with Civitae Core Curriculum Director, receives three-eighths time release (generally three courses) each year, compensation for additional responsibilities and summer work (comparable to program coordinators), and reports to the Civitae Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be re-appointed at the discretion of the PVPAA.

d. The ~~Writing and Rhetoric~~Writing -Coordinator oversees and coordinates the development, ~~and~~ teaching, and assessment of ~~the first-year Writing and Rhetoric course~~writing-infused courses in the Civitae Core Curriculum. The Coordinator ~~is a disciplinary expert appointed by the PVPAA in consultation with the chair of the Department of English and Modern Languages,~~ receives quarter time release (generally one course) each semester, compensation for additional responsibilities and summer work (comparable to program coordinators), and reports to the Civitae Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be re-appointed at the discretion of the PVPAA.

e. The Speaking Coordinator oversees and coordinates the development, teaching, and assessment of speaking-infused courses in the Civitae Core Curriculum. The Coordinator receives quarter time release (generally one course) each semester, compensation for additional responsibilities and summer work (comparable to program coordinators), and reports to the Civitae Core Curriculum Director. The term of appointment is three years and is subject to review annually by the Director of the Civitae Core Curriculum and the PVPAA. The coordinator may be re-appointed at the discretion of the PVPAA.

~~Each of the additional Seven~~ voting members ~~will~~ represent one category of the Civitae Core Curriculum and/or a SCHEV competency:

- a. Aesthetic Expression
- b. ~~Critical Thinking~~
- c. Global Citizenship
- d. Historical and Contemporary Insights
- e. Human Behavior and Social Institutions
- f. Information Literacy
- g. ~~Oral Communication~~
- h. Quantitative Reasoning
- i. Scientific Reasoning

Two additional at-large voting members are possible in order to ensure representation from the Cook-Cole College of Arts and Sciences, the College of Business and Economics, and the College of Education and Human Services. These positions will remain unfilled if representation from these three colleges is already met.

Non-voting ex-officio members of the Committee shall be

- a. ~~Chair of the Faculty Senate or designee~~
- b. ~~The Provost and Vice President for Academic Affairs (PVPAA) or designee~~
- c. The Director of Assessment ~~and Institutional Research~~ or designee
- d. The Director of CAFE or designee
- e. Senior Director of Student Success and Retention or designee

4. Tenure Restrictions:

- a. The Director of Civitae Core Curriculum, ~~and the CTZN 110 Coordinator, and CTZN 410 Coordinator must be tenured~~ three Course Coordinators must be tenured.
- b. ~~Nine~~ The Writing Coordinator, Speaking Coordinator, and the additional voting members have no tenure restrictions.

5. Departmental Restrictions: No more than 2 from each department.

6. College Restrictions: ~~When possible, a~~At least one member from each of the following colleges: College of Education and Human Services, the College of Business and Economics, and the Cook-Cole College of Arts and Sciences.

7. Other Restrictions: None.

8. Term of Office: The term of office on this committee, including director and coordinators, shall be for three years, but individuals may serve additional terms.

9. Method of Selection:

a. The director will be appointed by the PVPAA, in consultation with the Academic Chairs Council. The ~~three-four~~ coordinators will be appointed by the PVPAA, in consultation with the Director of Civitae Core Curriculum and the Academic Chairs Council. The director and the coordinators can be reappointed at the discretion of the PVPAA.

b. Each of the ~~nine~~ additional voting members will be nominated by the Faculty Senate Executive Committee.

10. Chair: Director of the Civitae Core Curriculum

11. Reporting Route: To the Faculty Senate and PVPAA