

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:** Academic Core Curriculum Committee (ACCC)

**TOPIC:** FPPM addition to Section III: Academic Personnel Policies – Core Curriculum Director and Coordinators

**BACKGROUND:** ACCC was appointed by Faculty Senate in Fall 2013. ACCC was charged with “analyzing our current General Education structure, researching best practices in general education, and developing an innovative proposal to revise our General Education curriculum to reflect the mission of Longwood and serve the best interests of future students.” The committee has studied Longwood’s current general education program (including its history and assessment), the current research on general education, and various universities’ general education programs. Throughout the past three years, the committee has sought faculty, staff, student, and administration input to help inform decisions and design of the program.

**SUMMARY OF NEW POLICY:** Add to Section III – Academic Personnel Policies the descriptions and responsibilities for the four new roles created for the Core Curriculum. These four positions include the Core Curriculum Director, who will chair the Core Curriculum Committee. Each required course in the Core Curriculum will also have a coordinator: the CTZN 110/Inquiry into Citizenship Course Coordinator, the CTZN 410/Symposium Course Coordinator, and the Writing and Rhetoric Coordinator.

**RATIONALE FOR THE POLICY:** The Core Curriculum is an integrative program that will require more oversight and robust coordination of courses than the current General Education program. In addition to a program director, the program will require course coordinators, one for each of the three required courses for all students. The responsibilities of the four new positions should be included in the FPPM. The Core Curriculum Director will chair the Committee on Core Curriculum and coordinate the Core Curriculum program.

Inquiry into Citizenship and Symposium on the Common Good are courses that can be taught across disciplines. A coordinator is needed for each course to work with departments to develop and offer sections each semester that represent numerous programs and topics. The Symposium Coordinator is also needed to organize the campus Symposium Day each semester.

Each course in the Core Curriculum must be writing-infused, speaking-infused, or arts-applied. Writing and Rhetoric will be the first course students take at Longwood that is designed to improve their writing skills across various disciplines. A Writing and Rhetoric Coordinator is needed to oversee the course as well as writing-infusion in other courses.

Date submitted to Faculty Senate Executive Committee for Consideration: September 1, 2016  
Action(s) Taken:

Date first read at Faculty Senate: \_\_\_\_\_  
Action(s) Taken:

Date final action taken by Faculty Senate: \_\_\_\_\_  
Final action(s) Taken:

Coversheet created 4/2011

## CORE CURRICULUM DIRECTOR AND COORDINATORS

### 1. Director of the Core Curriculum

The Core Curriculum Director oversees the development and implementation of the Longwood University Core Curriculum and chairs the 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 Core Curriculum Director include:

- Coordinates day-to-day operation of the Core Curriculum by providing students, faculty, departments, and university offices with information relating to the program
- Presides over meetings of the Core Curriculum Committee, working collaboratively with other voting and ex-officio members of this committee
- Oversees the review, approval, and renewal of Core Curriculum courses through the Core Curriculum Committee, including the development of a probationary process for Core Curriculum courses identified by the committee
- Collaborates with campus offices supporting the 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 Core Curriculum courses
- Assists the PVPAA in selection and/or re-appointment of Core Curriculum coordinators
- Develops and monitors the budget for support of the 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 Core Curriculum courses and the pre-registration of students where appropriate
- Maintains a long-term planning schedule for the 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 Core Curriculum to prospective Longwood students
- Works with CAFÉ, DEC and/or other faculty development resources to coordinate opportunities for professional development for Core Curriculum instructors
- Maintains appropriate data collection
- Works collaboratively with Institutional Research (OAIR) and the CTZN 110, CTZN 410, and Writing and Rhetoric Coordinators to evaluate individual Core Curriculum courses and the effectiveness of the overall 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 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 and teaching of the first-year CTZN 110 course. The Coordinator is appointed by the PVPAA in consultation with the 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 Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the 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 with individual faculty on course development
- Confers with the Registrar's Office, the 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 Core Curriculum Committee
- Works collaboratively with Institutional Research (OAIR) 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 of the Symposium course (CTZN 410). The Coordinator is appointed by the PVPAA in consultation with 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 Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the Core Curriculum and the PVPAA. The coordinator may be re-appointed 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 with individual faculty on course development
- Confers with the Registrar's Office, the 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 Core Curriculum Committee
- Works collaboratively with Institutional Research (OAIR) 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 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 of the first-year Writing and Rhetoric course. 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 Core Curriculum Director. The term of the appointment is three years and is subject to review annually by the Director of the 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
- Works with individual faculty on course development
- Confers with the 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 Core Curriculum Committee
- Works collaboratively with Institutional Research (OAIR) to prepare assessment data and reports for effective review, evaluation, and on-going development of the Writing and Rhetoric course
- Writes required reports regarding successes and challenges of the Writing and Rhetoric course
- Stays actively engaged in contemporary scholarship on rhetoric and composition education at the collegiate level and attends relevant conferences
- Teaches at least one section of the Writing and Rhetoric course during the academic year