

MEMORANDUM

TO: Steering Committee

FROM: Committee on Academic Programs (CAP)

RE: Support of LLC's Revised Liberal Learning Designation Process

DATE: March 11, 2020

Background:

LLC was tasked with revising the interim process for assigning liberal learning designations, as the interim process was not in compliance with the Course Approval policy. Because CAP oversees LLC, LLC reached out to CAP to review their recommendation.

Review:

On behalf of LLC, Harriet Hustis met with CAP in the fall semester to review LLC's proposed documentation and process for assignments of liberal learning designations. LLC collaborated with CAP to solicit feedback on their preliminary recommendations, and we recently received their final recommendation for this process.

Final Recommendation:

CAP voted unanimously to support LLC's final recommendation for the documentation and process of assigning liberal learning designations.

Liberal Learning Course Designation Approval Process

Overview:

Before submitting a Liberal Learning Course Designation Proposal, faculty should consult the Liberal Learning webpage for sample proposals. Liberal Learning Outcomes are posted here:

Domains: <https://LiberalLearning.tcnj.edu/Learning-outcomes-bahi/>

Civic Responsibilities: <https://LiberalLearning.tcnj.edu/Learning-outcomes-cr/>

Submissions:

For **new courses** submit:

Completed Course Approval/Change Form

(N.B. Section IIA. Liberal Learning Designations must be completed before submission to Department Curriculum Committee.)

Course syllabus: Must include the course description, required materials, course requirements, course learning outcomes, general topics covered, and a general breakdown of assignment types and their weighting for final grades.

Rationale for requested Liberal Learning Designations: List each LL outcome as a separate heading and make a clear case that the course meets the learning outcomes for the requested designations by describing how specific course material will help students achieve the outcome. Include examples of how daily topics, course materials, readings, projects, assignments, and assessments support the learning of the outcome.

For **existing courses** (i.e., courses previously approved without currently requested Liberal Learning designation[s]), submit:

Copy of Original Course Approval/Change Form (as submitted when course was first approved)

New Course Approval/Change Form:

Complete first portion of Section I. Course Information

Complete Section IIA. Liberal Learning Designations Sought

Letter from dept. chair indicating support for addition of designation(s)

Course syllabus: Must include the course description, required materials, course requirements, course learning outcomes, general topics covered, and a general breakdown of assignment types and their weighting for final grades.

Rationale for requested Liberal Learning Designations: List each LL outcome as a separate heading and make a clear case that the course meets the learning outcomes for the requested designations by describing how specific course material will help students achieve the outcome. Include examples of how daily topics, course materials, readings, projects, assignments, and assessments support the learning of the outcome.

During the academic year, questions about the submission process should be directed to the current Chair of the Liberal Learning Council (identified here); during the summer, questions should be directed to Christopher (Kit) Murphy, Associate Provost of Curriculum & Liberal Learning at murphyh@tcnj.edu.

Timeline:

Proposals for Liberal Learning designation(s) should be submitted one year in advance of the semester in which the course will be offered. (Example: Faculty seeking a Liberal Learning designation for a course to be offered in Spring 2022, should submit a Liberal Learning Course Designation Proposal no later than January 2021.) This will enable Records & Registration to enter new Liberal Learning designations into PAWS prior to student registration, ensure that students and their advisors have sufficient time to plan appropriate course schedules, and give faculty ample time to revise and resubmit a Liberal Learning Course Designation proposal, if necessary.

Liberal Learning Course Designation Proposals are due by 4:00 p.m. on the last Wednesday in September (for Fall semester submissions) and by 4:00 p.m. on the last Wednesday in January (for Spring semester submissions).

Faculty will be notified by the Chair of the Liberal Learning Council of the decision(s) regarding Liberal Learning Course Designation Proposals no later than December 1st (for Fall submissions) and May 1st (for Spring submissions).

Decisions:

Liberal Learning Course Designation Proposals will be evaluated by the Liberal Learning Council and, if necessary, by any relevant consultants approved by the Faculty Senate to serve in this capacity for the academic year. Faculty members who submit a Course Designation Proposal while serving on the Liberal Learning Council must recuse themselves from all discussion of their course.

LLC decisions will be based on the extent to which, as evidenced in the course syllabus and Rationale,

specific course materials (readings, assignments) indicated on the course syllabus support the Liberal Learning outcomes for the requested designation(s);

assignments relevant to the LL outcomes for the requested designation contribute substantially to the final course grade;

the requested LL designation(s) represent(s) a substantial focus in the course, as indicated by the proportion of the course schedule, content, and/or readings that target LL outcomes.

The Liberal Learning Council, in conjunction with any consultants approved by the Faculty Senate for the current academic year, reviews and decides whether a Liberal Learning Course Designation Proposal is to be:

Approved: The faculty member, department chair, Records & Registration, and the Associate Provost for Curriculum and Liberal Learning are notified by the Chair of the Liberal Learning Council that the Liberal Learning Course Designation Proposal has been approved. Records & Registration will record the approved Liberal Learning Course Designation(s) in PAWS, and the Associate Provost will add the course to the Table of Approved Liberal Learning Courses on the Liberal Learning website.

Approved, with Minor Revisions: The faculty member and department chair are notified by the Chair of the Liberal Learning Council that the Liberal Learning Course Designation Proposal has been provisionally approved, pending minor revisions. In accordance with TCNJ's Course Approval Policy, Liberal Learning Course Designation Proposals that are approved pending minor revisions will be given written feedback specifically identifying the minor revision that must be made. Faculty must complete these revisions and resubmit their proposal to the Chair of LLC no later than December 15th (for Fall submissions) or May 15th (for Spring submissions). The Liberal Learning Council, in conjunction with any consultants approved by the Faculty Senate for the current academic year, will review the revised proposal to ensure that the suggested minor revisions have been completed.

Revised & Resubmitted: The faculty member and department chair are notified by the Chair of the Liberal Learning Council that the Liberal Learning Course Designation Proposal must be revised and resubmitted. In accordance with TCNJ's Course Approval Policy, Liberal Learning Course Designation Proposals that receive a "revise & resubmit" decision will be given "written feedback specifically identifying deficiencies" that must be revised and/or remedied prior to resubmission. This feedback will be indicated on the Liberal Learning Designation Evaluation Form. Proposals receiving a "revise & resubmit" decision should be resubmitted in accordance with the submission deadlines indicated under "Timeline."

Declined: The faculty member and department chair are notified by the Chair of the Liberal Learning Council that the Council has declined the Liberal Learning Course Designation Proposal. In accordance with TCNJ's Course Approval Policy, Liberal Learning Course Designation Proposals that are declined will be given "written feedback specifically identifying deficiencies." The faculty member and dept. chair may appeal the decision of the Liberal Learning Council.

Liberal Learning Course Designation Proposals that have been declined by the Liberal Learning Council may be appealed; a Proposal that has received a "revise & resubmit" decision may not be appealed unless and until it is declined. If the Liberal Learning Council determines that the Liberal Learning Course Designation Proposal remains insufficient after it has been revised and resubmitted, the Proposal must be declined.

Appeals:

Faculty may appeal Liberal Learning Course Designation Proposals that have been declined by the Liberal Learning Council by notifying the Chair of the Liberal Learning Council and the Associate Provost of Curriculum and Liberal Learning, in writing, of their intention to appeal **no later than two weeks** after receiving the decision of the Liberal Learning Council.

Appeals of Liberal Learning Course Designation Proposals that have been declined by the Liberal Learning Council will occur no later than March 15th (for proposals declined the previous fall) or November 15th (for proposals declined the previous spring).

Review of appeals will be conducted by the members of the Liberal Learning Council and any relevant expert consultants who have been appointed by the Faculty Senate to serve in this capacity for the academic year.

Faculty who appeal a Course Designation Proposal that has been declined must address the written feedback on the Evaluation Form. They may submit additional materials and/or request the opportunity to appear in person before the Liberal Learning Council and any relevant expert consultants who have been appointed by the Faculty Senate to serve in this capacity for the academic year in order to provide additional amplification and explanation regarding the Rationale, course syllabus, and/or assignments.

TCNJ Liberal Learning Designation Evaluation

Note: LL Outcomes are available at <https://liberallearning.tcnj.edu/> under “What You Learn.”

Yes No

As evidenced in the course syllabus and Rationale, **specific course materials (readings, assignments) indicated on the course syllabus** support the Liberal Learning outcomes for the requested designation(s). Explain:

Yes No

As evidenced in the course syllabus and Rationale, **assignments relevant to the LL outcomes for the requested designation contribute substantially to the final course grade.** Explain:

Yes No

As evidenced in the course syllabus and Rationale, **the requested LL designation represents a substantial focus in the course, as indicated by the proportion of the course schedule, content, and/or readings that target LL outcomes.** Explain: