

MEMORANDUM

TO: Steering Committee

FROM: Committee on Academic Programs (CAP)

RE: Support of LLC's Proposed IDS Designation Process

DATE: May 27, 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. In March 2020, CAP voted unanimously to support LLC's final recommendation for the documentation and process of assigning liberal learning designations.

In April 2020, the chair of LLC asked us to review an additional element of the designation process focused on interdisciplinary coursework (IDS). As these courses are not contained within a department, LLC is proposing they are submitted directly to LLC for review at any point during the academic year.

Review: CAP collectively reviewed the procedure outlined for IDS courses.

Final Recommendation CAP voted unanimously to support LLC's final recommendation for the documentation and process of assigning IDS designations.

Approval Process for Interdisciplinary (IDS) Courses

Overview

The Liberal Learning Council acts as the sole curriculum committee for Interdisciplinary (IDS) courses; these courses do not seek approval from any Departmental or School curriculum committee.

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.

Submissions

Submit the following to the chair of the Liberal Learning Council (identified [here](#)):

Completed Course Approval/Change Form

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.

Course materials: Any materials, such as readings, projects, assignments, and assessments, that illustrate how course objectives are met.

Timeline

Proposals may be submitted at any time during the year, and courses will be evaluated by the Liberal Learning Council.

Decisions

IDS Course Proposals will be reviewed by the Liberal Learning Council, which will decide whether a course is:

Approved: The faculty member, Records and Registration, and the Associate Provost for Curriculum and Liberal Learning are notified by the Chair of the Liberal Learning Council that the IDS course has been approved. Records & Registration will record the approved IDS course in PAWS.

Approved, with Minor Revisions: The faculty member is notified by the Chair of the Liberal Learning Council that the course has been provisionally approved, pending minor revisions. LLC will review the revisions.

Revised & Resubmitted: The faculty member is notified by the Chair of the Liberal Learning Council that the Course Proposal must be revised and resubmitted. In accordance with TCNJ's Course Approval Policy, IDS Course 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.

Declined: The faculty member is notified by the Chair of the Liberal Learning Council that the Council has declined the IDS Course 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.

IDS Course 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 IDS Course Proposal remains insufficient after it has been revised and resubmitted, the Proposal must be declined.

Appeals:

Faculty may appeal IDS Course 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.

Review of appeals will be conducted by the members of the Liberal Learning Council.

Faculty who appeal an IDS Course Proposal that has been declined must respond to the written feedback from the Liberal Learning Council. They may also submit additional materials, request the opportunity to appear in person before the Liberal Learning Council, and/or offer additional amplification and explanation regarding the Rationale, course syllabus, and/or assignments.