

TCNJ GOVERNANCE MEMORANDUM

To: Committee on Academic Programs and College Core Committee
From: Steering Committee
Date: February 19, 2025
Re: Core Curriculum Revision

Background: On February 11, 2025, the Steering Committee received a request from Faculty Senate President Abby O'Connor to charge CAP and CCC to review and use the proposed TCNJ degree level outcomes outlined in Appendix A of the memo to inform the redesign of the TCNJ Core curriculum to meet an initial roll out of the first curricular changes in Fall 2026.

Charge: In keeping with the timeline outlined below, Steering charges CCC, with oversight from CAP, to review the proposed degree level outcomes and core revisions to determine which elements they would like to see as part of a curricular redesign, with special attention to the Core Requirements. While CCC should take the lead in collecting testimony and developing a preliminary and final recommendation of what a redesigned Core would include, CAP should be responsible for developing the plan for how the newly redesigned Core will be implemented. Due to the quick timeline requested, if additional support is needed to complete the charge please reach out to Steering to discuss the possibility of creating a task force or ad hoc committee to supplement the work of CCC and CAP.

CCC/CAP should consult with relevant individuals and groups in developing a preliminary recommendation, including the Faculty Senate Core Committee, key departments responsible for current implementation if additional data is needed, and others the committee deems appropriate.

CCC/CAP should seek testimony on the preliminary recommendation from Faculty Senate, Staff Senate, Student Government, Academic Leaders, Council of Deans, Records and Registration, Center for Student Success, Education Opportunity Fund Advisors, and from any other constituent bodies it deems appropriate.

In your final recommendation you should include:

- an updated/new model of Core Curriculum, the revision should be done in consultation with the research outlined in the Faculty Senate memo and accompanying appendices.
- response to the outstanding charge to review the language requirement as part of the College Core;
- related FYE curricular updates (eg: FYS and 099), the revision should be done in consultation with the research outlined in the Faculty Senate FYE committee - this report is still forthcoming, Steering is requesting the Faculty Senate FYE committee submit as soon as possible;
- considerations for sustainability and alignment with TCNJ's mission and vision;
- considerations to increase transfer friendly aspects of the Core with model development;

- considerations and notes for implementation and assessment to share for the next stage of the process; and
- suggestions for next steps, including which departments/groups should be included.

In your final recommendation you do not need to include:

- how and when Core revisions should be implemented;
- details about specific courses and process for approval for inclusion of those courses;
- a detailed assessment plan.

Testimony Tier: Tier III

- The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

Written feedback should take the form of a survey and/or email feedback. Oral feedback should take the form of public testimony at a meeting of the appropriate representative body or bodies (as identified by Steering). These meetings should be open to the general public, and publicized so that individuals not represented by that group but interested in the issue may attend. Following that meeting, the representative body may, at its discretion, issue a formal response to the preliminary recommendation, which should be sent to the relevant council or committee as well as Steering. On the completion of a final recommendation, this response should accompany the final recommendation to Steering, and it should be considered as part of Steering's final review.

Timeline: CAP and CCC should make a Written Recommendation to Steering by **June 15, 2025,, with testimony collected by May 1st** to ensure students are able to participate before finals. If testimony is sought, in the submission of the final recommendation Steering should note the stakeholder groups, number of persons responding, and summary of testimony collected.

TCNJ Governance Processes

Step 1–Steering issues a charge

Step 2–Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3–The Relevant Stakeholders provide Testimony

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering. For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body. Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4–Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5–Steering considers the Final Recommendation

Step 6–The Provost and/or President and Board consider the Final Recommendation

Step 7–Steering notifies the Campus Community Testimony For a complete description of all steps and of the testimony tiers, see [Governance Structures and Processes, 2019 Revision](#), pages 23–27.