

TCNJ GOVERNANCE MEMORANDUM

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

Background: On February 19, 2025, the Steering Committee charged CAP and CCC 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. CAP and CCC submitted their final recommendation on June 13, 2025.

Charge: In keeping with the timeline outlined below, Steering charges CCC, with oversight from CAP, to move forward on their recommendations for redesigning the Core. For this initial step, and in keeping with the timeline CAP/CC outlined in their recommendations, CAP/CCC should 1) develop a working framework for the degree-level goals and 2) organize a working subgroup to review and revise the 9 Core learning outcomes in light of that framework and the feedback received from the campus in Spring 2025. In both of these tasks, CAP/CCC should also consult and integrate the feedback and ideas, when appropriate, from the Faculty Senate FYE Subcommittee. Steering asks that CAP/CCC in particular, keep the request that CAP and CCC “align outcomes for FYE to foundational skills for Core curriculum and ensure consistent writing skills in the first year” in mind as they develop their working framework and revise the learning outcomes.

In your recommendation for this initial step you should include:

1. A working framework for degree-level goals.
2. Revised learning outcomes for the Core.

If testimony is needed, the testimony tier and timeline are outlined below. In particular, at Step 2, in considering these preliminary steps in revising the Core, CAP/CCC should consult with Faculty Senate, key departments responsible for current implementation if additional data is needed, and others the committee deems appropriate. As this is a preliminary recommendation, final recommendations for degree-level goals and learning outcomes will be part of a larger set of recommendations for Core revisions going out for Tier III testimony to the campus community later this academic year.

Testimony Tier: Tier I, provided no significant changes to the policies are required:

- The issue requires minimal testimony from the campus community.
- The assigned council or committee should consult with relevant stakeholders before preparing the final recommendation, but there is no need for surveys or open fora.

If CAP/CCC determines that substantive changes are needed and testimony is deemed necessary, then **Tier II:**

- The issue requires moderate testimony from the campus community.

- The assigned council or committee should consult with relevant stakeholder individuals and groups in developing a preliminary recommendation.

The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

Timeline: CAP should make a Final Recommendation to Steering by **September 30, 2025**. If testimony is sought, in the submission of their preliminary recommendation CAP/CCC 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.