Action Plan
Implementation of New Core 2015 – 2016

Submitted by the University of San Diego
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The University of San Diego started the revision of the current core curriculum in 2011 and passed a core structure and governance outline in April 2015. During the next year, faculty will engage in the process of writing student learning outcomes, creating assignment criteria, designing assessment tools, and develop new protocols for approval of courses. Faculty will review courses for inclusion in the new core curriculum that will be rolled out for new students in Fall 2017.

In May 2015, the Core Logistics Task Force (CLTF) met to discuss the implementation plan and the faculty-approved governance outline. It was determined that the chair of that committee will serve as the "Special Assistant to the Dean of CAS" to facilitate the process. The first order of business consists of populating 16 Area Task Forces (ATFs) with faculty having expertise in the core dimensions within the undergraduate program. The ATFs have two primary charges: 1) determining the student learning outcomes (SLOs) and assessment criteria for their respective dimensions in the revised Core Curriculum and 2) evaluating courses for inclusion in the revised Core. Each ATF will select a chair by June 26, 2015.

Preparing ATF members

A subset of the Core Logistics Task Force will be responsible for creating multiple 3-5 minutes videos that will address relevant issues such as assessment of learning. ATF members will be required to view and answer questions based on the video series by July 17, 2015. Additionally, all ATF members will be required to attend a workshop that will be held on September 1, 2015 from 12:00 – 2:00pm. Moreover, as part of on-going training and development, the video series will be available to all faculty.

Video Series Outline
- Expectations of ATF members
- History and Process of Core Revision
  - Why this core? Why now?
- Why Assessment is Important for Student Success
  - Moving from faculty delivery model to student-centered model
- Writing Learning Outcomes for Areas
  - Moving away from disciplinary knowledge to student learning
- Alignment of SLOs to assignments and assessment
  - Criteria creation
- Specific Examples of Successful Projects at USD
- Specific Instructions for each ATF

After the completion of the video series, members of the ATFs within a core dimension will work together to craft the student learning outcomes and criteria for assessment. The initial SLOs and criteria draft will be submitted to the respective ATF mentors by August 7, 2015.

The ATF mentor team consists of faculty trained in assessment; several who have served as A-team members in CAS and SBA. Using the feedback from the mentor team, the ATFs will revise the initial SLOs and criteria draft. In addition, ATFs working on embedded competencies will communicate with other ATFs across the core dimensions to examine opportunities to incorporate competencies within congruent ATFs. The final outcome and assessment reports will be submitted to the chair of the CTLF (kmoran@sandiego.edu) by August 28, 2015.

On September 1, 2015, a workshop will be held for all ATFs members to identify the necessary elements of the application form that will enable members to determine if a submitted course satisfies the learning outcomes and assessment criteria for one or more core dimensions. These elements will be communicated to deans, department and program leaders, and faculty through various channels.

Communicating to Faculty Leaders

Department chairs will be informed of the core implementation time-line at the first chairs' meeting in the fall to ensure that they understand the process necessary for course approval in the new core. A follow up visit will occur to outline the details of the course submission criteria by area. All chairs will be encouraged to watch the video series and hold discussions with department faculty about how to identify where competencies are included in their program of study. Business School faculty will be informed of the time-line at the first Fall meeting. The time-line and action plan will be shared with SMSE faculty. Faculty in the College of Arts & Sciences will be updated at the first all faculty meeting September 22, 2015.

As soon as individual ATFs have completed their outcome and assessment reports, they will be submitted to the SBA, CAS, and SMSE curriculum committees. It is expected that unit curriculum committees will accept the reports by the completion of the Fall 2015 semester.

Faculty Training and Preparation

Beginning in October 2015, the Center for Education Excellence will hold a series of workshops continuing throughout the year to address elements related to course development for the new core. To accommodate faculty schedules, two types of sessions will be available: i) multiple 2-hour sessions throughout the semesters or ii) an all-day workshop on January 15, 2016. Workshop attendance will be compensated with the expectation that significant changes to an existing course or new course development. Total compensation is $150 for either attending 1 full day or 3 2-hour sessions.

Topics include:
- Moving from faculty delivery model to student centered model
    - Rationale for assessment
- Rubrics 101: Assessment vs. Grading
    - Assignment & Rubric Creation
- Core Area Examples
    - Writing and DISJ Flags
    - Catholic Intellectual Tradition

Course Approval Process

ATF members will use the newly adopted outcomes and assessment criteria to review courses submitted for the core curriculum. The members of each ATF have the responsibility of evaluating course proposals using the following criteria: the alignment between the course SLOs and the SLOs of that ATF area, the course content, and the assessment mechanisms. The course syllabus must clearly reveal how the SLOs will be realized through the readings, activities, assignments, and other course components.

It is expected that each ATF committee may review multiple courses, but it is not the expectation that every course will be approved during this time frame. Course approval will continue throughout 2016-2017 for the scheduling of the 2017-2018 academic year. It is expected that new courses will be added to the core on a regular basis. For an outline of the course approval and appeal process see Appendix A.

A subset of approved courses in each of the areas along with the student learning outcomes and assessment criteria will be available by early March 2016 for distribution to undergraduate faculty. Faculty will vote to ratify the new core in April 2016. It will then be submitted to the Faculty Senate and Board of Trustees.

On-Going Activities

Throughout the upcoming year, institutional leaders on campus will engage in communicative practices that will highlight the benefits of the new core curriculum for student achievement. There will be multiple communication outlets that attend to various audiences including a new website designed to appeal to prospective students and parents. The CLTF will use multiple opportunities to connect to the campus community.

Elements of the internal communication plan include:
    Deans and program leaders will become aware of implementation time-line
    Community awareness of new core and its goals
    Faculty development activities and course development
    Updating Student Senate about progress
    Updating Faculty Senate and Board of Trustees about progress

Elements of the external communication plan include:
    Defining a "good educational experience" (Using LEAP initiatives and employer data) for local media and university website considering multiple audiences.
    Explain why core curriculum matters and how it is distinctive at USD.
    Demonstrate how the new core reflects larger goals of institution.

Success of Action Plan

Intermediate success will be measured by the final approval of the core curriculum in Spring 2016. Aspirational goals include increased measurable student achievement across learning goals and the ability for students, faculty, and the community to articulate how the distinctive elements of USD's core prepare students to be adaptive learners and problem solvers.

Complete Listing of Activities and Dates

Task	Start Date	End Date
Definition of LOs and Criteria	Mon 6/1/15	Fri 12/18/15
Assign Mentors to ATFs		Wed 7/1/15
Develop and record ATF Video seriess	Mon 6/1/15	Tue 6/30/15
ATFs watch videos		Fri 7/17/15
ATFs develop draft LOs and Assessment Criteria	Mon 7/20/15	Fri 8/7/15
Mentor Team Reviews Drafts	Mon 8/10/15	Fri 8/14/15
Feedback due to ATFs from Mentor Team		Mon 8/17/15
ATFs Revise LOs and Criteria	Mon 8/17/15	Wed 9/2/15
ATF workshop	Tues 9/1/15	Thu 9/3/15
ATFs Finalize LOs and Criteria	Mon 9/14/15	Fri 11/13/15
Chairs watch video seriess	Wed 7/1/15	Fri 9/4/15
Inform Chairs and Units of Timeline	Tue 9/1/15	Fri 9/25/15
ATF LOs and Criteria evaluated by Curriculum Committees	Mon 9/14/15	Fri 12/18/15
All ATF LOs Approved		Mon 12/21/15
Develop Course Syllabi	Thu 9/3/15	Fri 3/25/16
Develop New Forms and Processes	Thu 9/3/15	Mon 11/30/15
Develop workshop materials	Fri 10/2/15	Fri 12/4/15
CEE Workshops	Thu 10/15/15	Fri 12/4/15
What is inquiry-based learning?		Thu 10/15/15
Rubrics 101: Assessment vs. Grading - Assignment & Rubric Creation		Fri 11/13/15
The Writing and DISJ Flags		Fri 12/4/15
January Workshop		Fri 1/8/16
Syllabi written by faculty	Fri 1/8/16	Fri 3/4/16
Syllabi approved by ATF for new Core	Mon 2/1/16	Fri 3/25/16
Syllabi approved by CCC for existing core	Mon 2/1/16	Fri 3/25/16
Final Approvals	Mon 3/14/16	Fri 4/22/16
Write Summary Report for Academic Units	Mon 3/14/16	Wed 3/16/16
CAS Approves Core		Tue 4/5/16
SBA Approves Core		Tue 4/5/16
SMSE Approves Core		Tue 4/5/16
Faculty Senate Approves Core		Thu 4/7/16
Trustees Approve Core		Fri 4/22/16

Appendix A

Pre-Implementation Process for Course Approval (by ATFs)

A given unit may mandate review by its own curriculum committee prior to submission to the CCC.

START: Submitter creates proposal & submits to Program/ Dept. Chair for administrative review [Consultation with area experts at this stage of the process is encouraged.]

Dept. Chair signs form

Submitter submits proposal to Chair of CCC

CCC Chair determines if complete

CCC Chair distributes proposal to relevant ATF(s)

A given unit may mandate review by its own curriculum committee following approval by the CCC.

ATFs review course proposals and report decisions to CCC Chair

CCC Chair reports list of reviewed courses to Unit Curriculum Committees

Unit Curriculum Committees ratify list of reviewed core courses

Registrar includes courses in Banner. [END]

*Can appeal to CCC if course is denied

*CAC gets involved when report is not ratified

*For more details, see Core Curriculum Governance Plan