

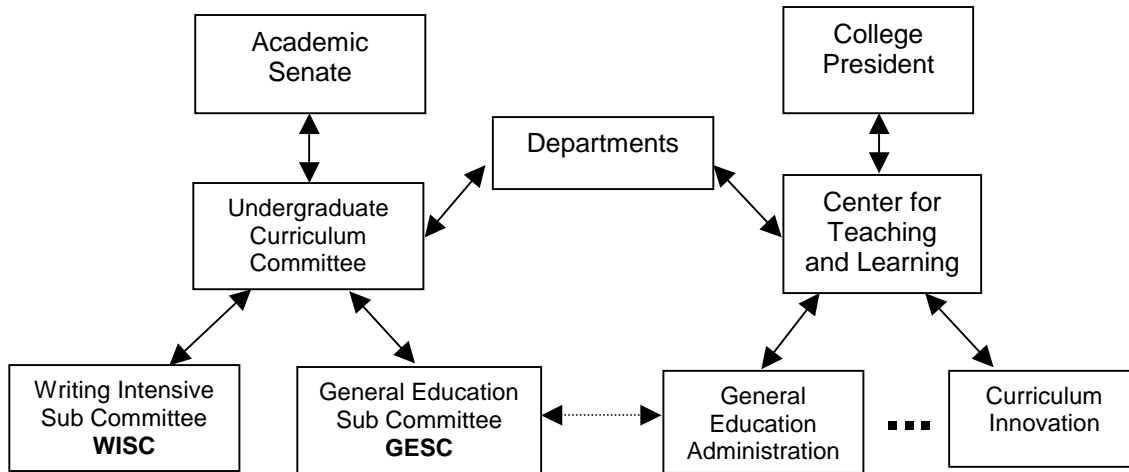
Undergraduate Curriculum Committee

A Plan For Curriculum Administration at Queens College

October, 2005

Summary:

At the Academic Senate meeting of October 20th, 2005 concern was raised during the discussion of the Area Requirements about the proposal and review processes for the General Education requirements at Queens College. The report on the Area Requirements intimated one or more committees and offices for this purpose, and a request was made to clearly outline the proposed process. The following organization chart expresses the current thinking of the UCC for curriculum administration.



Rationale:

The Academic Senate, through the UCC, is the governing body for Queens College with respect to curriculum, and, naturally, remains so in the discussion of curriculum proposals and approval. A subcommittee of the UCC was established as part of the writing intensive program, and the Gen Ed Task force and UCC reports suggest a new subcommittee to assist with general education proposals and reviews. Members of the GESC, WISC and the UCC itself would benefit from involvement at some level with the CTL.

Writing Intensive Subcommittee (WISC)

This committee receives proposals from departments that would like new Writing-Intensive Courses or Sections. Its membership is *ad-hoc* and includes representation from the Office of College Writing Programs.

General Education Subcommittee (GESC)

Once General Education Requirements are revised, the GESC will receive, evaluate and forward courses from departments to the UCC so those courses may be recommended to the Academic Senate. The composition of the GESC has not been formulated with respect to any divisional representation or faculty/ student ratios. This recommendation will eventually be made to the Senate for its approval. This document merely suggests the notion of the committee and its responsibilities.

Center For Teaching and Learning

The Center for Teaching and Learning, to be headed by Prof. Don Scott, has been established by the President and will no doubt serve as a resource for new teaching and curricular initiatives. When these initiatives involve general education, they will pass through the GESC. The CTL will also perform an administrative role for the General Education requirements that cannot be handled by volunteer faculty time. Such duties should include maintaining lists, syllabuses, compiling statistics, overseeing the adequate distribution and numbers of PLAS courses, and handling correspondence.