

Boise State University
Core Curriculum Assessment - Chair Instruction Packet
for a Proposed NEW Core Course

"It is the University's responsibility to help students learn to think critically, to communicate clearly and concisely in oral, written, and visual form, to appreciate themselves as a part of a larger world, and to cultivate the imagination and intellectual curiosity required for life-long learning. The Core curriculum is designed to help students develop skills, knowledge and understanding that can be applied toward these ends. The curriculum provides a variety of foundational courses in each of three broad areas, which approach learning and problem solving in different ways, and which contribute to the preparation of students as both local and global citizens." (BSU Core Philosophy Statement, approved 2005)

The Core Curriculum Committee (CCC) is charged with maintaining the Core's central role in our intellectual community as well as its ability to serve as a foundation for the education of every Boise State student. To this end, the CCC guides a Core curriculum assessment process which informs the University community about the Core's effectiveness. The guidelines for the review process can be found in the Core Policy Document, Section 6 (<http://www.boisestate.edu/facultysenate/>).

OVERVIEW OF ASSESSMENT PROCESS

For a new course to be considered for Core Curriculum status, an initial assessment of the course must be completed prior to submission. For assessment purposes, a course can be offered as a regular course or as a Special Topics course. Assessment results should be submitted based upon the most recent offering of the course. The assessment results should be not more than one academic year old at the time of submission for approval for inclusion in the Core.

The instructor/s teaching the course will complete the assessment of their course with respect to Core goals and submit the "Core Course Assessment Report", including the Cover Page, to their department chair. The assessment uses measures (e.g., tests, papers, presentations) faculty generally use in their course and does not require any modifications/additions to the course. The chair will complete a "Departmental Core Course Assessment Report Form". Both the faculty and departmental reports should be submitted to both the University Curriculum Committee and the Core Curriculum Committee, along with the completed "Request for Curriculum Action" form.

HOW DOES THE CORE CURRICULUM COMMITTEE USE THE RESULTS?

Assessment data will be used to evaluate the effectiveness and relevance of the course's contribution to the Core Curriculum outcomes. The CCC does not use the assessment results to evaluate instructors or departments.

Boise State University Core Curriculum Assessment

INSTRUCTIONS FOR DEPARTMENT CHAIRS

- This “Departmental Core Course Assessment Report Form” can be obtained as a Word Document from the CCC chair or on the Web.
- The CCC has compiled a set of completed examples to which you can turn for assistance in completing any portion of your report. The documents are available on the CCC website which can be reached from the Faculty Senate website (<http://www.boisestate.edu/facultysenate/>).

INSTRUCTIONS

Before the proposed course is offered:

Review expectations, timeline, and expected documentation for the assessment process to all individuals who will be teaching the proposed Core course (as either a regular course or a Special Topics course). If there are questions about the process, consult with the CCC chair *before* beginning the assessment process.

After the proposed course is offered:

1. Receive the “Core Course Assessment Report”, including the Cover Page, from the instructor(s) of the proposed Core course.
2. Complete the Departmental Core Assessment Report Form COVER PAGE for Proposed New Course, answering Questions 1-3.