**Integrative Core Curriculum Faculty Curriculum and Assessment Committee**

**Charge and Responsibilities**

The ICC Curriculum and Assessment Committee’s charge is to facilitate review of proposals for ICC course designations, to conduct regular academic learning assessment of the ICC, and to propose curriculum, policy, and assessment changes (including changes to SLOs and other assessment processes) for the ICC. The Committee (ICC-CAC) is responsible for completing the annual academic learning assessment report, which must be submitted to the APC-Assessment subcommittee each year in the fall semester.

The Charge and Responsibilities document should be reviewed each year, to ensure that it remains up to date with current practices.

**Membership**

1) Committee Members

The ICC Director chairs the committee, convenes committee meetings, and organizes the work of the committee. The ICC Director is appointed by the Provost following an open call to the faculty. The ICC Director serves a three-year term, with the option to renew.

The ICC-CAC consists of five full-time faculty members appointed to the committee by the provost's office after an open call to all continuing faculty. Committee members must have experience teaching courses in the ICC. Committee members serve a two-year term and may renew once for an additional term. A student representative appointed to the committee in consultation with the Student Government Council also serves as a member of the committee. The student representative serves a one-year term.

The Associate Provost for Academic Programs and the Manager of Accreditation and Assessment serve as ex officio members of the Committee. Administrative support is provided by the Academic Coordinator assigned to the ICC program.

2) Consultants

In addition to the committee members, faculty may volunteer to serve as consultants to the committee, to support the work of reviewing proposals for course designations in specific disciplinary areas. Consultants respond, as needed, to specific questions from committee members or the ICC Director related to the appropriateness of courses for ICC designations. Consultants are identified through an open call to the faculty and are selected by the ICC Director in dialogue with the Committee. Consultants may serve indefinitely in that role.

**Responsibilities**

1) Proposals for ICC designations:

Proposal review and approval takes place throughout the academic year. Committee members and the ICC Director work in pairs to review proposals and contact disciplinary consultants for assistance as needed.

The ICC-CAC makes every effort to complete review of submitted proposals within 14 business days of receiving the application. The ICC-CAC posts final deadlines for review of proposals for each semester, that allow designations to be applied to courses or course sections to meet catalog and registration deadlines. Proposals for designations are evaluated on the demonstrated evidence that the course addresses the relevant ICC SLOs, and that there is a clear and documented plan for assessment of the ICC SLOs embedded in the course design. The ICC Director is responsible for all communications with proposers, based on feedback and recommendations from committee members.

2) Assessment of ICC SLOs and Curriculum Revision

Each year, the ICC-CAC analyzes data for patterns/changes in achievement of student outcomes and recommends changes or updates as needed for streamlining data collection and/or improving outcomes.

The data collected and reviewed includes course-based assessment of identified outcomes for the ICC perspectives and competencies, considered on a rotating basis. In addition, they conduct a juried review of randomly selected samples of the final synthetic essay completed during the Capstone course to assess the overall success of the ICC program.

The ICC Director prepares an annual assessment report based on the analysis provided by the committee and submits it directly to the APC-Assessment Subcommittee for consideration and feedback.

Based on the annual assessment analysis, the ICC Director may provide formative feedback to instructors of ICC-designated courses, in consultation with the dean of the faculty member’s school.

Based on the annual assessment data and analysis, and on the periodic academic program review, the ICC-CAC may propose revisions to program SLOs or program requirements. Any changes to program requirements must be approved through the normal APC review process.

**Meetings**

ICC-CAC meets at least six times during the academic year, including:

• semester planning meetings at the start of fall and spring semesters;

• an assessment data review and analysis meeting in May after grades have been submitted.

Additional meetings may be organized, as necessary.