



# KETTERING COLLEGE COMMITTEE CHARTER

## Institutional Outcomes & Core Curriculum

<b>Purpose:</b>	Assure strong and effective core curricula for the college’s undergraduate degrees aligned with and supportive to the College Institutional Outcomes.	
<b>Status:</b>	Permanent	
<b>Membership:</b>	The Institutional Outcomes and Core Curriculum Committee membership consists of a minimum of five (5) faculty including at least one individual from the following areas with an understanding of a commitment to curricular matters: Humanities <ul style="list-style-type: none"> <li>• Science and Mathematics</li> <li>• Nursing</li> <li>• Health Professions</li> <li>• Academic Dean (ex officio)</li> </ul>	
<b>Appointment:</b>	Nomination and election process administered by the Collegiate Life Committee.	
<b>Term:</b>		
<b>Chair:</b>	Select a chair and secretary from its membership each academic year. The Chair is an ex officio member of the Assessment and Accreditation Committee.	
<b>Meeting Frequency:</b>	The committee will meet at least once a month during the fall and winter semesters. Additional meetings will be scheduled as needed.	
<b>Minutes:</b>	Distributed to the membership by the chair. The committee member responsible for taking minutes will share a copy of the minutes on the S:Drive in pdf format.	
<b>Input From:</b>	Assessment and Accreditation Committee	
<b>Reports To:</b>	Executive Council, College Council, and Dean for Institutional Effectiveness	
<b>Committee Objective:</b>	<b>To Act:</b>	<b>Report to:</b>
	<ol style="list-style-type: none"> <li>1. Develop assessment process for all core curriculum outcomes.</li> <li>2. Review and propose appropriate changes in the College’s degree core curriculum outcomes.</li> <li>3. Review and maintain minimum standards for course syllabi content.</li> <li>4. Coordinate curricular issues that transcend degrees, majors, and departments.</li> <li>5. Review and propose appropriate changes to the institutional outcomes.</li> </ol>	<p>College Council</p> <p>College Council/Academic Dean</p> <p>College Council</p>
	<b>To Recommend:</b>	<b>Recommend to:</b>
	<ol style="list-style-type: none"> <li>1. Coordinate assessment of institutional changes with the Assessment and Accreditation Committee.</li> </ol>	Assessment and Accreditation Committee
<b>Committee Procedures:</b>	<ol style="list-style-type: none"> <li>1. Communicate all new proposals to College Council.</li> <li>2. Provide periodic updates on ongoing projects to College Council.</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Coordinate with individuals or groups that the College Council identifies as stakeholders in a given proposal, and with other individuals who indicate an interest in working on the proposal.</li> <li>4. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.</li> <li>5. Strive to reach consensus among its members and all stakeholders involved in a given proposal before making a final decision.</li> <li>6. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College.</li> <li>7. Incorporate feedback received as a result of the College Council’s college-wide communications into proposals and continue to work toward consensus until a satisfactory result is achieved.</li> <li>8. Review charter annually. Give an annual report of its goals and accomplishments to the General Assembly.</li> </ol>
<b>Last Reviewed:</b>	<b>5-21</b>
<b>Last Revised:</b>	<b>5-21</b>
<b>Approved By:</b>	
<b>Effective Date:</b>	