TO: The Faculty of Arts & Sciences  
FROM: The Faculty Affairs Committee (Sophia Serghi (Chair), Music; Eric Jensen, Economics and Public Policy; Rex Kincaid, Mathematics; Leisa Meyer, American Studies and History; Lily Panoussi, Classical Studies; J. C. Poutsma, Chemistry) and the Co-Chairs of the Dean’s Advisory Council (Liz Allison, Biology; Phil Daileader, History)  
RE: Review of Undergraduate Curriculum  
DATE: 20 December 2010  
CC: Carl Strikwerda, Dean of the Faculty of Arts & Sciences; Michael Halleran, Provost

As part of the strategic planning process initiated by President Taylor Reveley in 2008-2009, the College’s Planning Steering Committee, composed of 13 A&S faculty among its 24 total members, and its subcommittees have developed and will continue to develop, for each subsequent fiscal year, implementation steps that will enable the College to meet the one grand challenge and the six critical challenges identified at the outset of the strategic planning process.

Among the implementation steps developed by the College’s Planning Steering Committee and its subcommittees for fiscal year 2011 is the following:

“FY11: Begin a review of the undergraduate curricula in A&S, Business and Education” (http://www.wm.edu/about/administration/strategicplanning/documents/WMStrategicPlanningFramework041510.pdf)

The FAC and the Co-Chairs of the Dean’s Advisory Council therefore recommend to the Faculty of Arts & Sciences the following:

1) That the Faculty of Arts & Sciences initiate a review of its undergraduate curriculum during the 2011-2012 academic year

2) That the process of curriculum review be overseen by a Curriculum Review Steering Committee (CRSC). Arts & Sciences committee members will be appointed by the FAC, in consultation with the Dean of the Faculty of Arts & Sciences. The Business and Education Deans will appoint liaisons who will meet with the CRSC as appropriate, and who will be kept informed of the Committee’s progress. In appointing members to the CRSC, the FAC will observe the following guidelines:

- Faculty members from Areas I, II, and III will each be represented, by three faculty members distributed evenly across each area.  
- When appointing faculty members from Areas I, II, and III, CRSC membership will include faculty from both departments and interdisciplinary programs.
- Before appointing the committee, the FAC will invite all faculty members in Arts & Sciences to propose colleagues for consideration.
- At least one undergraduate student will serve on the CRSC.
- At least one faculty member who has recently served or currently serves on the Educational Policy Committee will serve on the CRSC.
3.1.) That, with regard to Arts & Sciences, the recommendations of the CRSC extend to college-wide requirements for the baccalaureate degree as listed on pages 55-59 of the 2010-2011 Undergraduate Course Catalogue, which include General Education Requirements, the Foreign Language Proficiency Requirement, Credit Hour Requirements, the Major Computing Requirement, and Assessment, among others; in addition, the CRSC may choose to formulate recommendations regarding other college-wide aspects of undergraduate education, such as course scheduling and the academic calendar. Departmental and Program requirements, both at the undergraduate and at the graduate level, will not be part of the CRSC’s review, because those requirements are reviewed on an ongoing basis at the Department and Program level as part of the SACS accreditation process.

3.2.) The Educational Policy Committee shall review all recommendations and requests for changes in the undergraduate curriculum. It shall bring proposals involving changes in educational policy before the Faculty, together with its recommendations for action, but shall have authority to approve or disapprove any changes in the curriculum which do not alter existing policy.

4) That, prior to formulating any recommendations that it brings before the Faculty of Arts & Sciences, the CRSC collect data and solicit ideas from the faculty to inform those recommendations. In collecting data, the CRSC might choose to survey the curricula at peer institutions; to survey faculty members and/or undergraduate students; to hold “town hall” meetings for general discussion of the undergraduate curriculum; to elicit information from the Office of Institutional Analysis & Effectiveness from the Office of the Registrar regarding current practices, experiences, and resource consequences of any proposed changes in the curriculum; and to use whatever other means of collecting relevant data that the CRSC deems appropriate. We anticipate that collecting and analyzing such data will comprise the bulk of the CRSC’s work in AY 2010-2011.

5) That the CRSC present an outline of the process for the next academic year, 2011-2012, to the EPC, the Faculty of Arts & Sciences, the Dean of the Faculty of Arts & Sciences, and the Provost in April 2011.

6) That the CRSC present its final report and recommendations to the Faculty of Arts & Sciences during the 2011-2012 academic year.