

NUTS AND BOLTS: Proposing a Course for Core Certification

- Proposals must be **endorsed by the offering department** and submitted through the **Course & Curriculum Proposal system**, at <https://secure.sas.rutgers.edu/apps/sascc/main>. **Undergraduate Chairs** can request or authorize access by emailing Karen Dennis, at kdennis@sas.rutgers.edu.
- **Review the syllabus:** does the course meet the CRC criteria? *See pg. 2 of the Guide.*
 - Is it clear that the Core goal(s) will consistently be **front and center** in the course design?
 - Have students already achieved the proposed goal(s) in a prerequisite? *The CRC does not certify courses for Core requirements that students already will have satisfied in a prerequisite.*
 - Does the syllabus **include the proposed Core Goal(s) on the first page**? *Please be sure this is the official wording, without alteration: course-specific learning goals on the syllabus can clarify connections to relevant content. Please also be sure that no **published** syllabus lists any Core goals unless and until the certification has been formally approved, to avoid confusing students.*
 - Certification in **HST, NS, SCL, WCD** or **WCR** requires a combination of Core goals. See the *notes to faculty* on pgs. 2-4 of the *Guide* for relevant guidelines.
 - Be prepared to provide the syllabus file in text (Word, RTF, or txt), pdf, or Excel format.
- There must be a **plan for assessing aggregate student achievement of the proposed Core goal(s) each time the course is offered**. Generally, this will include:
 - a statement that the relevant **CRC rubric(s)** will be used to score a **required** assignment in which students **DO** the proposed Core goal(s) in the context of the course material, **AND...**
 - a representative example of that assignment** - e.g., specific exam questions, or the required components of a research project/paper – that illustrates **how students will be required to demonstrate the desired learning outcomes** for the Core goal(s).
 - Be prepared to provide the assessment plan in text (Word, RTF, or txt), pdf, or Excel format.
- Proposals must be **agreed to by departments offering cross-listed courses**. *All cross-listed courses will be certified together - and Core-certified courses **may not be temporarily cross-listed** with other courses.*
- Proposals must be **agreed to by departments which offer pre-requisites, or offer courses with which this course might overlap**.
- **Is this an online course?** Special policies apply to certifying Core goals in any online course: *see pg. 6 of the Guide.*

CRC CRITERIA:

- Front and center
- Assessment plan
- Accessible to wide range of students
- Always addresses learning goals