Ignatian Core Curriculum Implementation Guide

The Provost's Office – in collaboration with the Faculty Senate and the Dean's Offices of the three colleges – will oversee the large-scale process by which we work through the various curricular revisions necessary to launch the new Ignatian Core Curriculum (ICC) in Fall 2027.

This guide outlines how to prepare, submit, and approve proposals for changes to the curriculum due to the implementation of the ICC. These changes include program revisions and course attribute proposals for new and existing courses.

In order to launch the ICC, the Fall 2027 catalog materials must be reviewed by the curriculum committees and in the Provost's Office for approval by September 2026, which means Faculty Senate curricular committees need to complete their review/recommendation work by May 2026. Deadlines from the FSCC, CCC, and college curriculum committees have been set in order to allow committees time needed to complete their tasks at each step of the process. In other words, the college curriculum committee deadlines are set so that these committees can forward their reviews and materials to the Senate curricular committees in time for those committees to review/recommend the proposals to the Provost by the end of the 2025-26 academic year. There is a lot of work to be done in a short period of time, and we appreciate the labor this will demand of all faculty and administrators involved.

Deadline Overview

Committee	Course Attribute Proposals	Program Revisions
CAS Curriculum	November 7, 2025	January 5, 2026
LCHS Curriculum	November 3, 2025	January 12, 2026
KSOM Curriculum	October 23, 2025	January 5, 2026
FSCC	February 6, 2026	February 6, 2026
CCC	December 8, 2025 (conversion) February 6, 2026 (new)	NA

Deadlines for Program Revisions are later than those for Course Attribute Proposals so that the curriculum committees can review courses found in the proposed program grids before the program revisions are evaluated.

Program Revisions
All programs must update their grids for the Fall 2027 catalog to meet ICC requirements. This requires submitting a program revision form, including both the current program grid and the proposed new program grid with the changes highlighted. After department approval, the proposal must be sent to the appropriate dean's office to be reviewed by the college curriculum committee. Deadlines for each college are listed in the chart provided in this document; all fall in January 2026. After the college-level review, the dean's office will send the proposal the provost's office to be posted to the Faculty Senate Curriculum Committee Bulletin Board by the **FSCC February 6 deadline**. The FSCC will review program revisions and make recommendations to the Provost by the May 2026 Faculty Senate meeting.

Course Attribute Proposals

Three types of course attribute proposals can be submitted through this implementation process: conversion of GE courses to ICC attributes, new ICC attributes/courses, and changes to current GE courses. Thus, the CCC will use three different forms/coversheets for handling three different kinds of GE- and ICC-related requests. Each course attribute proposal must include the appropriate coversheet; a syllabus reflecting the SLOs appropriate for the ICC or GE; and an SLO table that lists the attribute and course SLOs, as well as the assessment mechanisms. The CCC will provide SLO tables for ICC courses; faculty proposing for GE courses will need to develop their own table, as has been the practice.

Course attribute proposals must work through the appropriate departmental and college review (determined by the type of course) before being submitted to the CCC. Submissions are due in the CCC dropbox folders on Brightspace by December 8, 2025, at 12pm.

Converting GE Attributes to ICC Attributes

For the Fall 2027 catalog, the CCC will conduct a conversion process designed to expedite approval of courses already holding GE attributes that still preserves and respects the essential elements of attribute approval.

Initiating the process: The **ICC conversion coversheet** should be used by those seeking to convert GE attributes to ICC attributes. The coversheet includes information to guide you through the process. Faculty must check the box(es) of the attribute(s) they want to convert. The listed conversions are the only conversions allowed, e.g., a "P" to a "TPE" or an "E" to an "NS". Faculty cannot, for instance, convert a "D" to a "SBS." In addition to completing the coversheet, faculty must include a sample syllabus for the course that reflects updates in response to the ICC outcomes, and the premade table (or tables) for the attribute(s) being requested. In completing the table, faculty need to show in the second column that course SLOs link in some substantive way to the SLOs for the requested ICC attribute (listed in the first column). In the third column, faculty should list the assignment(s) for the course that help achieve the course SLO. Doing so may require some revision to current course SLOs and assignments, and the expectation is that the course presented during this proposal process will be the one delivered moving forward. Once all documents are completed, faculty should merge the coversheet, syllabus, and table(s) into one PDF document and forward it to the department chair for approval.

Departmental Approval: Our curricular processes require departments and chairs to review the addition (or removal) of attributes to a given course. This review determines *not* whether the course meets the GE or ICC requirements for a given attribute (that is the job of the CCC), but whether it makes sense for the course to have a given attribute within the larger context of the department's curricular offerings. Because all courses carrying GE attributes should have already been vetted by the department according to this standard, departments may consider an expedited method of approving conversion requests, e.g., over email, through block approvals in department meetings, or by endowing the chair with the power to approve these courses.

Once proposals are approved by the department, they can be submitted to the appropriate dropbox in the "GE→ICC Conversion Dropboxes" folder on the <u>Faculty Senate Curriculum Bulletin Board</u> page in Brightspace.

Dean Approval: For reasons of workload and efficiency, the Dean's signature is not necessary for this GE-to-ICC conversion process. Rather than sending the proposals to the Dean, proposers (or their department chairs) should upload proposals to dropboxes set up on the <u>Faculty Senate Curriculum Bulletin Board</u> in Brightspace. Instructions on how to find the appropriate dropbox are listed on the conversion coversheet. Again, all proposals must be submitted by **December 8, 2025 at 12pm.** Once the proposals are uploaded, Dean's offices do have the right to review proposals and request revisions prior to CCC review. The CCC chair will check proposals for completeness and ask for revisions if necessary to ensure success in the review process.

CCC Approval: To handle the large numbers of proposals, small subcommittees of faculty and administrators (always including the CCC chair) will be created to review proposals for each attribute. For instance, one subcommittee will review all requests for the natural science (NS) attribute, another will review all requests for the five humanities attributes. This will occur in the middle part of December and the beginning weeks of January (hence the need for a December 8 deadline for submission). Once these are approved by the subcommittee, approved proposals will be forwarded to the full CCC committee for final approval (approval will be done in blocks of proposals under a single motion). Proposers will be contacted if, at any point in the process, a proposal needs to be revised to get approval.

Addition Notes: If **a course has multiple attributes** that need to be converted, faculty should check multiple boxes on the ICC conversion coversheet, fill out tables for all relevant attributes, and submit the application to the "Convert Multiple Attributes" dropbox in the "GE→ICC Conversion Dropboxes" folder on the <u>Faculty Senate Curriculum Bulletin Board</u> in Brightspace. More complicated is the case in which a proposer is **requesting both a conversion of attributes from GE to ICC and new ICC attributes** (such as the CC or CIV attributes). In this instance, proposers will have to submit two applications for the same course, following the instructions on the two different coversheets (the "conversion" coversheet and the "new" coversheet). Finally, once the December 8, 2025, deadline for attribute conversion has passed, all requests for ICC attributes will be submitted through the new attribute process and form. The process of requesting new attributes is explained below.

<u>Requesting New ICC Attributes for existing courses</u>

The **ICC new coversheet** should be used by faculty seeking ICC attributes for courses that did not previously have a corresponding GE attribute. Do note that the ICC has two new attributes not found in the GE—core capstone (CC) and civic engagement (CIV)—and this "new" coversheet must be used to apply for these attributes. There are instructions on the coversheet that are very similar to the long-standing process used to approve GE attributes. In applying for both the conversion of attributes and new ICC attributes, **premade tables** for the various attributes that link course SLOs to ICC SLOs and then course assignments to course SLOs should be used to simplify the process.

There are two minor differences between this process and the process we have been using for requesting GE attributes. First, faculty should fill out ready-made tables for attributes. As explained in the conversion process above, these tables require the proposer to connect course SLOs to ICC SLOs (in the second column) and to connect course assignments to course SLOs (in the third column). Second, we have streamlined the process by having proposers submit requests to one of the three Dean's offices for approval (as their signature is required) and then have the Dean's offices forward the proposal—cc'ing the proposer—to the CCC chair. This saves the proposer the additional step of having to submit the proposal to the Dean's office for a signature and then having to resubmit the signed proposal to the CCC chair.

As a final note, do keep in mind that all requests for new attributes—including CC and CIV—should be discussed and approved by departments. Departments do have some autonomy to determine exactly how this is done, but in these cases, there has been no prior discussion and approval of CC and CIV proposals. Thus, departments should ensure that requests for these attributes complement other department offerings and the department's curricular goals and objectives before signing off on these proposals.

Requesting ICC Attributes for new courses

If developing a new course with an ICC attribute, please complete both the ICC new coversheet to add an attribute and a new course proposal for the Faculty Senate Curriculum Committee. The required materials for a new course proposal are listed on the proposal form. After department approval, create one document with both coversheets and submit it to your dean's office to be reviewed by the college curriculum committee. The proposal then will be sent by the dean's office to the CCC chair for review for the new attribute and the provost's office to be posted to the Faculty Senate Curriculum Committee Bulletin Board for review as a new course.

Please consider if your new course should carry a GE attribute as well as an ICC attribute. Remember, students will be matriculating through the current GE at least until 2030, and you may want those students who entered the university before 2027 to be able to fulfill requirements through your course. **If it is the case that you wish your new course to carry both GE and ICC attributes, please include the GE coversheet with the ICC new coversheet and new course proposal, and follow the process for requesting changes to the GE below**, which include supplying and completing an additional GE SLO table for the attribute.

Requesting Changes to GE Attributes

The CCC will accept requests regarding the current GE using the **GE coversheet**. Department and dean approval is required. Deans will forward signed proposals directly to the CCC Chair (cc'ing the proposer). Proposers will be required to supply their own SLO table. There will not be premade tables as there are for ICC proposals.