



MEMORANDUM

To: Donna E. Shalala, President

From: Tomas A. Salerno
Chair, Faculty Senate

Date: January 30, 2015

Subject: Faculty Senate Legislation #2014-12(B) – University Curriculum Committee
Advanced Writing and Communication Skills Implementation Plan

Faculty Senate Legislation #2014-11(B) – “University Curriculum Committee Advanced Writing and Communication Skills” stated that “The University Curriculum Committee will return to the Senate to present a proposal that establishes how the program will be implemented.” Herewith is the proposed University Curriculum Committee (UCC) Advanced Writing and Communication Skills implementation plan that was approved unanimously by the Faculty Senate at the January 28, 2015 meeting.

1. Academic Deans from Schools and Colleges will be sent a letter explaining the change in the General Education Proficiency and be asked to designate one or more faculty members who will coordinate these efforts within their School or College and serve as consultants to the UCC when we review proposals in coordination with the Office of Assessment and Accreditation.
2. Schools and Colleges will be asked to submit to the UCC on or before April 1, 2015 the following information:
 - A. A summary of the communication skills their students will acquire to meet this standard and how they will acquire these skills.
 - B. How they will fulfill the Senate’s minimal writing proficiency standard that specifies that every undergraduate program must include a specified amount of evaluated and revised writing.
 - C. How they plan to assess their School’s or College’s Advanced Writing and Communication Skills requirement (with outcomes documented in the Program Assessment Report for each program).
3. The unit’s faculty representative(s) as designated by their dean, the unit’s UCC representative(s), an additional faculty representative from a different School or College with a related discipline, the Chair of the UCC, a representative from the GWC as appointed by the Chair of the Faculty Senate, and as *ex officio* non-

voting members, the Senior Vice Provost and Dean of Undergraduate Education, and the Executive Director of Assessment and Accreditation will review each proposal and make a recommendation to the UCC. In the case of disagreement between a School or College and the UCC, the dispute shall be referred for resolution to the Faculty Senate.

4. Feedback will be sent to all School and College deans by April 15, 2015.

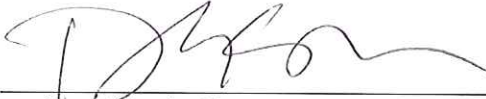
This legislation is now forwarded to you for your action.

TAS/rh

Enclosure

cc: Thomas LeBlanc, Executive Vice President and Provost
Richard Beckman, Chair, Curriculum Committee

CAPSULE: Faculty Senate Legislation #2014-12(B) – University Curriculum Committee
Advanced Writing and Communication Skills Implementation Plan

APPROVED:  DATE: 2/25/2015
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: UCC

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____