

# **Pathways Common Core Implementation Plan Brooklyn College Provost's Report**

## **CURRICULUM**

Three Faculty Council standing committees charged with undergraduate curriculum, and with general education curriculum in particular, consulted widely with faculty and students in three Pathways Open Forums, in a full-day working retreat with faculty representatives from almost every department in the college, and in two information sessions especially for students. From this consultative process emerged a joint resolution that Brooklyn College modify by vote of Faculty Council the current Core Curriculum to meet the Pathways requirements and to include as much of the current Core framework as possible. This joint resolution will be presented to Faculty Council for consideration at its April 3 meeting, together with joint resolutions presenting two different models by which the current Brooklyn College Core would be modified to meet the Pathways requirements, including the Senior College Option. Discussion will continue into the May meeting if needed. A timetable for faculty curriculum processes, submission of courses for review by the respective university review committees, and action on academic policies for common core opt-in and substitution, is pending Faculty Council action on the joint resolutions.

## **BULLETIN AND COMMUNICATION**

Lea Honigwachs, special assistant to the provost, will enter new and revised courses into SharePoint subsequent to the curricular process. She will enter Pathway's courses, description and requirements into the front matter of the 2013–14 Bulletin by March 2013 and will post the front matter online separately and ahead of the back matter.

The Office of Communications and Marketing, under the supervision of Senior Director Jeremy Thompson, will modify the website architecture to accommodate the Pathways framework; incorporate appropriate navigational paths for students, faculty and staff; and ensure that relevant content is replaced as necessary (Phase I, September 2012–March 2013). The office will devise and implement a communication campaign to current students through print and digital channels to prepare them for the impact of changes to the general education requirements, and in consultation with the Faculty Council curriculum committees and the Office of Academic Advisement, will design and produce print materials that communicate the critical elements of the common Core requirements to students, faculty and staff (Phase II, December 2012–March 2013). The Office of Communications and Marketing will, further, provide necessary support to Academic Affairs for production of the 2013–14 Bulletin, and will monitor all Web and print resources relating to Pathways to ensure complete correspondence and accuracy.

## **ENROLLMENT MANAGEMENT AND INFORMATION TECHNOLOGY**

With technical support from ITS, the offices of the Registrar and Transfer Services will update DegreeWorks, SIMS and CUNYFirst, the articulation rules in BEST and TIPPS, and the course scheduling system bell code, beginning as soon as Pathways courses and opt-in policies are confirmed; the work needs to be completed by January 2013 to accommodate publication of the course schedule in February and transcript evaluation for the first-phase transfer allocation, which is also scheduled for February. The Office of Enrollment Management will hire a full-time staff person to manage DegreeWorks updates and a part-time person to support management of Pathways updates in particular (October 2012–April 2013). Transfer Services will provide training for transfer evaluation staff on evaluation processes for CUNY Pathways Common Core courses and for non-CUNY courses for which Common Core credit is assigned (October 2012–), and will revise the guidelines for faculty transcript evaluators. Transfer Services will also orient advisers in the Center for Academic Advisement and Student Success (CAASS) to the new evaluation processes and how they affect workflow for entering transfer student registration.

ITS will provide technical support for the Registrar and Transfer Services offices updates to DegreeWorks, course changes in SIMS and CUNYFirst, articulation rules in BEST and TIPPS, and the course scheduling system bell code, between the time that the curricular information becomes available and the first fall 2013 registration dates in April. ITS recommends strongly, however, that CUNY update the articulation rules in TIPPS automatically; ITS further recommends that SunGard be retained to do the bulk of the DegreeWorks rule updates. ITS staff are also prepared to create an opt-in online application as needed and to adjust existing online applications, including CAAT, BAAT, StudentCentral, F-grade Replacement and the Core Pass-Fail option.

## **ACADEMIC ADVISEMENT**

As soon as the framework and course revisions are approved by Faculty Council and the university review committee, CAASS, under the direction of Jesus Perez and Tracy Newton, will revise registration guides and pre-registration orientation PowerPoint presentation for fall 2013 entering freshman and transfer students, in consultation with the Office of Communications and Marketing (Phase I, November 2012–January 2013).

CAASS will conduct multiple “SMART to Finish” workshops to train professional undergraduate advisement staff, undergraduate deputies and faculty advisers to advise entering and continuing students about the Pathways common core and opt-in provisions.

In addition to providing pre-registration Pathways orientation for entering students, CAASS will run biweekly workshops on the opt-in plan for continuing students, beginning in fall 2012, including opportunity for students to discuss “what if” scenario with advisers.

In anticipation of the additional human resources required to produce materials, plan and implement faculty development and student workshops, and trouble-shoot advisement issues and handle Pathways-related petitions for continuing students who opt in to Pathways, CAASS will hire a nonteaching adjunct as project manager for Pathways advisement implementation.

## **INSTRUCTION AND ASSESSMENT**

Michael Anderson, director of academic assessment, will provide advice to faculty on revising syllabus learning outcomes and assessment plans for courses to be included in the Pathways common core framework. He will also integrate Pathways learning outcomes and assessment into the college-wide outcomes assessment framework (Phase I, November 2012–April 2013). He will be available to advise on post-implementation assessment of student learning in Common Core courses and will, further, coordinate and support faculty development for ongoing assessment of same (Phase II, May 2013–).

Richard Vento, director of the Learning Center, will develop training materials on Common Core learning outcomes for peer-tutors (January–April 2012) and will begin peer-tutor development workshops in May, continuing through fall 2013.

The college will hold its annual Core Review Day in June 2013; faculty curriculum committees, the associate provost for academic programs, the Roberta Matthews Center for Teaching, and the director of academic assessment, will partner to support adjunct and full-time faculty development in teaching, learning and assessment of the Common Core. The Office of the Associate Provost for Academic Programs will collaborate with the Center for Teaching and Academic Assessment to continue Common Core faculty development over the course of 2013–14.

## **SUMMARY**

Implementation timelines are tight and depend, for successful implementation, on curricular actions being completed on or before the date of the October 2012 Faculty Council meeting. The associate provost for academic programs, in consultation with the provost, the vice president for enrollment management, and the chief information officer, will oversee and coordinate implementation of Pathways at Brooklyn College.

## **IMPLEMENTATION PLAN BUDGET PROPOSAL**

<b>Expense Category</b>	<b>Amount Requested</b>	<b>Salary Detail</b>	<b>Rationale</b>
Curricular revision	ADJ \$52,500	14 courses of summer salary @ \$1,250 per	For faculty to create new math and quantitative course and other revisions needed to comply with Pathways; representatives from

		workload hour	curriculum committees to work on detailed proposal for, for example, substitutions and cross-walk for opt-in, and to respond to course revisions in process
Update and disseminate materials	OTPS \$20,000		\$10,000 – Communications and Marketing materials; \$8,000 – CAASS for revised entering student advisement handbooks; \$2,000 – informational workshops for continuing students
Faculty and staff development	OTPS \$13,200  TS \$1,200	20 tutors, 5 hours @ \$12 per hour	\$8,000 – Pathways advisement training sessions for CAASS staff, professional advisers and faculty advisors; update of advisement documents; \$2,000 – faculty development workshops on teaching for the revised courses/outcomes \$2,000 – faculty and staff development on new transfer evaluation process; \$1,200 – peer-tutor development materials on new learning outcomes; \$1,200 – peer-tutor development workshops
Technical implementation	TS \$25,000	20 hours per week @ \$21.34 per hour plus sick/annual	Support staff for updating DegreeWorks, especially for changes in majors and senior college option
Advisement	TS \$20,800  TS \$15,600	10 hours per week at \$38.61 per hour NTA  1,040 hours @ \$15 per hour	Nonteaching adjunct to troubleshoot advisement issues re: opt-in, and create and handle appeals process for transition and implementation issues for continuing students; College assistants to advise at biweekly “What If” workshops and follow-up appointments
<b>TOTAL</b>	<b>\$148,300</b>		