**Undergraduate Programs Committee directives are to:**

1. Formulate and ensure creation of program level learning goals for each undergraduate program.
2. Work with core course coordinators and department chairs to determine where learning goals are addressed in the programs’ core courses and establish measures to document student learning relative to goals;
3. Review data from measures of learning and work with the departments to formulate recommendations for changes in core courses;
4. Evaluate and recommend to the Senate new undergraduate course concentrations or degrees and proposed changes in undergraduate courses and programs;
5. Review proposals for new Extended Education Certificates; and
6. Monitor innovations in undergraduate teaching and learning, evaluate their feasibility, and make recommendations for adoption in the College’s undergraduate programs.

**The Core Course Coordinators Council (C4) and each of the course coordinators will be responsible for the following:**

1. Ensure the consistency of course objectives, content and coverage across all sections.
2. When the College Undergraduate Programs Committee (CUPC) schedules assessment activities for a core course, facilitate, administer, supervise and report on the assessment activities. The coordinator will also work with the department to identify and develop the appropriate assessment tools and / or tests.
3. When a common final exam has been agreed to by the department, design and facilitate its administration and grading.
4. Regularly review the course, make suggestions for its improvement and work with appropriate faculty members to institute change as needed.
5. Participate in the new faculty orientation session by the College or the department and present material (course expectations, standardized syllabus, appropriate grading systems, teaching hints, etc.) to faculty teaching the course.
6. Work with the chair to identify and select possible instructors to meet demand for the course.
7. Be available to address faculty questions about the course during the year.
8. Spearhead the evaluation and adoption of a textbook for the course.