**Important Messages Regarding the UK Core**

1. **Dates to Keep in Mind  -** If your faculty want to maximize the chances of getting a proposal through the entire review process (IGEOC, Undergraduate Council, and the Senate) by Fall 2012, it needs to have it submitted to (*A&S EPC Aug. 15 ideally*) IGEOC (through your Dean’s office) by at least December 1st, 2011.    The Registrar’s Office needs final Senate approval by mid-January if the course needs to be ready by Merit Weekend.   In that case, only courses submitted to IGEOC in the very early part of the fall term would have a chance of making this early deadline.
2. **Syllabus Template -** Although this will be less of a problem once the University’s new document handling system is in place, there are still too many courses proposals that are getting delayed because of syllabi that don’t meet the suggested Senate guidelines.   Ideally all of these kinds of issues are caught before the proposal leaves the Department, and certainly before leaving the College.  We can virtually eliminate this delay by just following the template I have attached.
3. **Assignments -** This fall (2011), the University will be collecting student work in the areas of Intellectual Inquiry (all four areas) and Quantitative Reasoning (both areas).  Instructors teaching courses under these two areas in the fall must have their students electronically submit one assignment to be used as part of a broader assessment of the General Education Program.  Samples of submitted student assignments will be evaluated against rubrics generated by UK faculty members.   Please see the checklists below for guidance on how this works:

**Faculty Checklist for Submission of Assignments**

Instructions and a demonstration are available at <http://go.uky.edu/ukcorehelp>.

* Create your assignment link in Blackboard.
* Make your Blackboard Course Available.
* Distribute the Student Information, as a handout or as a URL: <http://go.uky.edu/upload>.
* Encourage a naming convention, such as BIO102FinalPaper or pcarrBIOessay1, that avoids special characters (see Student Checklist).
* Tell students to upload their finished product only. No practice products, unfinished products, or other documentation should be included.

**Student Checklist for Submission of Assignments**

* Name your assignment according to your instructor’s directions. If no naming instructions are given, please avoid special characters, such as \* & $ \_ % ; or others, in the name.
* Submit the finished assignment only. No additional documentation for this submission is required.
* Need instructions for uploading? You will find them at <http://go.uky.edu/upload>.
* If you encounter an error in Blackboard, call 218-HELP (218- 4357).
1. **Support –** Patsy Carruthers and her group have developed a support page for UK CORE faculty and we encourage you to use it. This page is a great entry into the Blackboard training/resources area, and it presents simple instructions and video regarding the creation of assignments.  It also has links to other support areas for Blackboard and other learning systems software.  Please visit <http://www.uky.edu/acadtrain/blackboard/ukcore> (short link  <http://go.uky.edu/ukcorehelp>).
2. **Rubrics -** Since we are just launching the UK Core, not all the actual rubrics that will be used for scoring student assignments have been developed yet.  Part of my job this fall is to assemble teams of faculty to do that job for the Inquiry and Quantitative Reasoning courses.  Those faculty groups, once charged, will be given copies of AACU rubrics that most closely align with their broader areas; these will be used simply as a way of starting their journeys.   I have attached some of those here.  I have also attached the joint mathematics and statistics rubric that was developed for the State of Kentucky by a team of faculty from around the state, including two faculty from U.K.   I will also be giving this one to the Quantitative Reasoning team(s).
3. **Record Keeping and Oversight for Multi-sectioned Courses -** With the Senate Council’s approval, IGEOC developed a policy pertaining to the issue of common syllabi, and sustained quality oversight of multi-sectioned, subtitled, and special topics General Education courses.   This policy was designed to be faculty-friendly and as hands-off as possible.  It does involve some responsibility at the department level, and some record keeping.  For details, please see

<http://www.uky.edu/GenEd/IGEOC_statements.html> .

Thanks very much to the Chairs and the Faculty for their cooperation!

Sincerely,

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