

Editors Note: Below is a series of steps that are typically involved in setting up a Great Books Curriculum. Its main purpose is to help anyone interested to look at one way to do it. The goal is to give an overview and not to provide a rigid set of carefully calibrated instructions. One is therefore encourage to adopt or adapt or enhance or ignore according to taste. All apologies extended in advance for anything that follows that falls under the category of monumentally self evident.

Gain general idea of what a Great Books Curriculum is and what you want it to do.

Discuss idea informally with colleagues.
Ask administrators and others for suggestions about faculty who might be especially interested.

Circulate letter to ALL faculty and administrators describing possible program.
Invite them to contact you by email, phone etc.
Stress this will be a collaborative effort, driven by faculty who will determine its parameters.

Distribute follow up email to faculty on progress just made.
Buttonhole additional faculty
Schedule first meeting and publish tentative agenda

- Gain provisional idea of what you will try to get done per meeting.
- Be conservative in items placed on each agenda to insure that faculty feel neither overburdened or confused and can accomplish things at a comfortable and satisfying rate.

- Possible Agenda Items
- Educate faculty about what Great Books Curricula do at various campuses and what advantages one can bring to faculty and students at your institution.
Discuss overall goals and concrete functions your own Great Books Curriculum might offer.
- Establish a precedent for wide collaboration by actively soliciting faculty input.
- Get rough estimate of faculty willing to offer a Great Books course.
- Establish rough deadline for when faculty would be able to begin offering such courses.

Circulate minutes about progress made, next steps and proposed agenda for second meeting.

Second Meeting: Possible Agenda Items for Second Meeting

- Faculty discuss what courses and authors they plan to offer.
- Committee members and dean begin discussion of Great Books Curriculum goals and activities will be and mechanics for gaining required formal institutional approval.
- Discuss with faculty and the dean ways to integrate and coordinate courses in the curriculum in a given term—themes, teach teaching, tie in with local civic or collegiate initiatives.

Discuss idea informally with Academic Dean

Strongly consider including academic dean or another administrator sympathetic to your goals to be a permanent member of the emergent GBC attending all meetings and serving as administrative liason and source of counsel.

Have Academic Dean work with Registrar to lay groundwork for eventually listing Great Books courses with special code in semester course schedules.

Establishing a Great Books Curriculum continued

Possible Agenda Items for Third Meeting

- Establish time frame for getting institutional approval for program.
- Discuss with dean and registrar mechanics of identifying Great Books Curriculum courses in future course schedules and for purposes of future assessment work.

Possible Agenda Items for Fourth Meeting

- Approval for Great Books Curriculum is secured.
- Faculty gain consensus on first semester theme for Great Books Curriculum launch
- Create faculty sub committees to handle work of syllabi review.
- Publicity efforts including flyer and brochure creation in anticipation of launch scheduled.

Great Books Curriculum Launched

Possible Agenda Items for Subsequent Great Books Curriculum Faculty Meetings.

- Possible organization and presentation of Annual Student Symposium
- Possible presentation of Annual Faculty Symposium.
- Possible organization of classical drama field trip either annually or once a semester
- Possible organization to local Great Books themed local cultural event such as a Humanities Festival
- Possible creation of a Great Books Student Discussion Society
- Possible creation of student written scholarly journal on Great Books
- Possible establishment of annual Great Books Curriculum faculty dinner discussion on Great Books.
- Possible coordination with various departments—Biology, Astrology, Mathematics, Speech, History for specialized Great Books Symposia or events (e.g. on Constitution Day).
- Possible creation of Great Books Curricula web site.
- Possible discussion of creating in house assessment regimen.