**Minutes of the 18 April 2018 Regular Meeting of the**
**Shepherd University Core Curriculum Committee**

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| Acting Chair – Chris LovelaceChair for the Day – Larry Daily | XPresent | EDUC – Dawne Burke | X |
|  |  | HPERS – Greg Place | Present |
| BIOL – David Wing | X | NURS – Barbara Mott | Present |
| CHEM – Jacquelyn Cole | Present | Library – Yanhong Wang | Present |
| CSME – Ralph Wojtowicz | Present |  |  |
| IEPS – Sytil Murphy | Present | Ex Officio: |  |
| ENGL – James Pate | Present | Tracy Seffers (Registrar) | X |
| CAT – David Modler | X | Laura Renninger (Assessment TF) | Present |
| EML – James Pate | Present | Julia Flocco (Student Success) | X |
| HIST – (vacant) | X | Tom Segar (Multicultural St. Affairs) | X |
| MCOM – Monica Larson | Present | Rachel Moreno (Service Learning) | X |
| MUSC – Kurtis Adams | Present | Emily Gross (Academic Support) | Present |
| ACCT – Cindy Vance | Present | Shannon Holliday (FYEX) | X |
| BADM – Janine Scott | X | Morgan Breeden (student) | X |
| ECON – Yuying (Joey) Xie | X |  |  |
| PSCI – Stephanie Slocum-Schaffer | Present |  |  |
| PSYC – Larry Daily | Present |  |  |
| SOWK – Karen Green | Present |  |  |
| SOCI – Momodou Darboe | X |  |  |
| FACS – Kathleen Corpus | X |  |  |

The 18 April 2018 meeting of the Shepherd University Core Curriculum Committee was held in the Cumberland Room of the Student Center. Dr. Daily, Acting Chair, called the meeting to order at 4:10 p.m.

1. The minutes of the 16 November 2018 meeting were approved as distributed. (Motion to
approve & seconded)
	1. Also noted that Chris Lovelace will fill in as Chair with the resignation of Dr. Williams
	2. Larry Daily will fill in as Chair for the April 18 meeting.
2. Committee Reports
	1. Curriculum & Instruction – no report
	2. Assessment Subcommittee – Dr. Renninger asked members to talk to their departments as a reminder to submit their assessment reports. They are needed from Biology, Education, HPERS, Chemistry, ENBS, FACS, Economics, Sociology, etc.
	3. Course Substitution Subcommittee – All caught up on requests
3. Second readings:
	1. The addition of the new major in Theater necessitates several changes within the Core
	Curriculum. Professor Rhonda Smith presented a second read for the addition of FYEX THEA 100 as a Tier I FYEX course and THEA 341 as a Tier II Writing in the Major Course (Second read request for THEA 490 Theater Capstone was withdrawn).
		1. Changes requested in the previous meeting were made. They included:
			1. As a second tier course, THEA 341 must have *Lifelong Learning* as a competency. The listed *Global Understanding & Respect* is not mandated for a WM.
			2. THEA 341 lists 25 students as a maximum enrollment. This number should be reduced to enable effective writing instruction.
			3. The *Satisfaction/Justification of Competencies* text for THEA 341 mentions quantitative literacy, a claim that would be difficult to substantiate. (This may have been a carryover from a Capstone model.) Either substantiate competencies or remove.
			4. All three classes are missing assessment plans. Each competency must have two measures.
			5. Add departmental meeting minutes showing course creation/change approval.
			6. Be sure syllabi are clean and don’t contain unwanted template remnants.
		2. Motion to approve and seconded (13 yes and 0 no)
	2. Dr. Ralph Wojtowicz presented materials to begin updating the Engineering Capstone
	paperwork. The Capstone sequence requires ENGR 489 Engineering Capstone Project I for one credit and ENGR 490 Engineering Capstone Project II for two credits. Discussion was as follows:
		1. Originally ENGR 489 & 490 was cross listed with CPE 489/490 and MATH 489/490 when those two classes were accepted into the core. However, ENGR 489 & 490 was not included in the request for acceptance into the core.
		2. Although cross listed there are new requirements for core courses (specifically in the area of assessment).
		3. Question raised as to whether the Assessment plan is the same as the CPE & Math courses (unknown but assumed not due to changes in the requirements)
		4. ENGR 489 & 490 had more competencies checked (9) than needed. Suggested the trim the number. Capstone courses are required to have Oral communication, Written communication, Experiential learning, Ethical, and Lifelong Learning.
		5. ENGR 489 & 490 will need 2 assessment measures for each competency.
		6. Noted in their paperwork was confusion on whether they student must have Jr. or Sr. standing. Suggest using what catalog indicates which is Jr. OR Sr. standing.
		7. Recommendation made for ENGR to eliminate some competencies and meet with Dr. Renninger to update assessment plan
		8. Motion to postpone approval until next meeting and make recommended changes regarding assessment (13 yes & 0 no)
4. First readings
	1. MATH
		1. Request presented to approve new MATH courses to the core.
			1. MATH 107 (quantitative reasoning) & MATH 107 A (4 credit available for all students who do not meet the requirements for 107)
			2. MATH 109 (statistical reasoning) & MATH 109 A (4 credit available for all students who do not meet the requirements for 107)
			3. These courses are part of the phasing out process of MATH 101A & B
			4. These courses will be NON-Algebra courses for any major that does not require a background in Algebra. MATH 101 will be transformed into a 4 credit class for any students needing an Algebra background and will be presented next year.
			5. Students will be allowed to take any of the 4 new courses (based on their test scores and advising).
		2. Discussion noted that the documentation did not include justification or assessment measurements (2 each) for 3 of the 5 competencies. These include Lifelong Learning, Creative Thinking, and Quantitative.
		3. These courses will be offered this summer but currently they will not meet the core requirements for MATH. Therefore, once core approval is established the registrar’s office will have to manually attach core to each student individually.
		4. Discussion on whether the MATH 107A and 109A syllabus needed an explanation regarding placement criteria. Presenters noted that they used current language from MATH 101A and B.
		5. A second read will take place at the next meeting
	2. ART
		1. Number change: ART 204 (WM) to ART 310
			1. Discussion noted that they have made a change from Global Learning to Lifelong Learning
			2. This course will be taken in the 4th or 5th semester of the student rotation
			3. ART 310 will have same syllabus, content, etc as ART 204
			4. Motion was made to waive first reading (All in favor)
			5. Motion to approve the change (Needed: provide new electronic form with proper boxed checked and updated syllabus) (12 yes and 0 no).

Meeting adjourned at 5:20 p.m. Respectfully submitted by: Greg Place