# Core Curriculum Committee Meeting Minutes

**Wednesday, September 18, 2019, 4:10 p.m., Scarborough Library, Room 256**

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| **Voting Members 2019 – 2020:** | |  |  |
| Karen Adams (CME) | X | Al Weidinger (ACCT) | X |
| Sally Brasher (HIST) | X | vacant (FACS) |  |
| Rachel Carlson (MUSC) | X |  | |
| Jacquelyn Cole (CHEM) | X | **Non-Voting, Ex Officio Members 2019 – 2020:** | |
| Larry Daily (PSYC) | X | vacant (Student Representative) |  |
| Momodou Darboe (SOCI) | Absent | Michael Mastrianni (Student Rep.) | X |
| James Dovel (BADM) | X | Tracy Seffers (Registrar) | Absent |
| Karen Green (SOWK) | X | Amy DeWitt (Dir. Academic Advising) | X |
| Brad Hamann (CAT) | X | Laura Renninger (Assessment Task Force) | X |
| Rhonda Hovatter (HPERS) | X | H. Williams-McNamee (Student Success) | X |
| Kyle Hoy (ECON) | X | vacant (Multicultural Students Affairs) |  |
| Monica Larson (COMM) | Absent | Rachael Meads (Student Engagement) | Absent |
| Sytil Murphy (DEPS) | X | Emily Gross (Academic Support Center) | X |
| Jenny Penland (EDUC) | Absent | Heidi Hanrahan (C&I Chair) | X |
| Kellie Riffe-Snyder (NURS) | X | Shannon Holliday (FYEX) | Absent |
| Stephanie Slocum-Schaffer (PSCI) | X |  |  |
| Yanhong Wang (Library) | X | **Core Curriculum Committee Chair 2019 – 2020:** | |
| David Wing (BIOL) | X | Tim Nixon (EML) | X |
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**I. Welcomes and Introductions**

Dr. Nixon led a round-robin introduction of committee members. Guests included Dr. Kurtis Adams and Dr. James Pate.

**II. Meeting Minutes**

1. Pre-Assigned, Rotating Secretary Responsibility

Dr. Nixon shared a digest of those members who took minutes last year. He proposed a schedule of pre-arranged note takers and suggested working through the membership by alphabetical order. Ms. Emily Gross volunteered for today’s meeting, and October’s meeting will go to the next member listed alphabetically (i.e., Mr. Brad Hamann). There was a request that if a member is going to miss the next meeting and is scheduled to take the minutes that he or she communicate with the chair in a timely manner so that a replacement can be identified. The committee accepted and agreed on Dr. Nixon’s proposal.

1. Approval of the Minutes from the Meeting of 4/17/2019

Motion was made to accept April 17, 2019 minutes S/P

**III. Reports**

1. C&I (Heidi Hanrahan)

Dr. Hanrahan gave a report from C&I. She reminded the committee that the new C&I forms were distributed in August. Any submissions utilizing the retired forms will be sent back and will need to be resubmitted on the new form. There was some discussion regarding streamlining the process of proposals as the Provost hinted there may be significant curricular changes coming forth in the near future. It is anticipated that more details will be forthcoming in the near future.

1. Assessment Subcommittee (Laura Renninger)

Dean Renninger gave a reminder that HLC will be reviewing assessment plans, and she anticipates that perhaps they may request to view the actual granular data. She asked members to make sure that their departments are carrying out the *program-level*assessments that they said they would measure (two competencies per department, two measures per competency).  She also inquired as to whether any departments were carrying out full *course-level* assessments since all core courses are now required to turn in full assessment plans to the committee with each course submission.  The committee responded “no” since the program level requirement does not dictate that as a necessity.  Dean Renninger asked then why such detailed plans are required for each course coming forward for submission to the core if these assessments are not being carried out in full? It was reiterated by the committee that these robust plans are intended to serve as place holders for future program-level assessments, and it is Dean Renninger’s job to notify departments as to when they are to pull out those plans and utilize them to measure certain competencies. Dean Renninger also provided an update that the program assessment has transitioned to new assessment database. The format is more user friendly. Departments are encouraged to work with her individually, if they have specific questions on their assessment plans. Dean Renninger also asked for the membership of the Core Assessment Sub-Committee.  Thus far, the members that have volunteered are Drs. Cole, Slocum-Schaffer, and Hovatter.

1. Course Substitution Subcommittee (Karen Green)

Ms. Green talked about the representation on the substitution committee. Currently four members, including Dr. Nixon, are on the subcommittee. The committee agreed to keep Dr. Nixon on the subcommittee while he serves as Core chair in order to maintain an odd number of voters. The College of Nursing, Education, and Health Sciences, as well as the College of Business, need new representations on the course substitution subcommittee. Ms. Green agreed to ask Dr. Penland to serve. Dr. Dovel volunteered represent the College of Business.

**IV. Discussion: Restricted Enrollment Courses in the Core Curriculum (Karen Adams)**

Dr. Karen Adams shared a concern that a core course had registration restrictions. The course in question was MUSC 103. Dr. Kurtis Adams explained that MUSC 103 does *not* have a course restriction and explained other possible scenarios for the student’s inability to enroll in the class. Dr. Karen Adams was not able to share additional restriction error message details but agreed to look into the matter with the Registrar. School of Music representatives agreed to revisit the class schedule and rewrite the comments for MUSC 103 to eliminate any future confusion. They requested that Dr. Karen Adams report back to her department on their agreed revision actions, and she agreed to do so. Additional committee members made the suggestion for Dr. Karen Adams to consult with the Registrar as to the actual registration restriction error. There was discussion that this information would assist in resolving the nature of the registration problem.

**V. Discussion: Membership**

1. FACS Vacancy

There was discussion about whether FACS is still a standalone department. It was determined that FACS now falls under the School of Recreation, Sport, and Exercise Sciences and that the FACS representative should be removed from the Core Curriculum membership.

1. Definition of a Quorum

Led by Dr. Nixon, the Committee Discussed what a quorum would be for this committee. Robert’s Rules of Order recommends 50% + 1, which was suggested. Following discussion, it was decided that the quorum for this committee will follow that recommendation, and a quorum will be 11 voting members.

**VI. First Readings**

A. ENGL

Add ENGL271 as a Tier II Arts option.

Information regarding course addition wasavailable for review. Dr. Pate shared the details of the proposal. Dr. Pate shared that the reading list for this course covers aspects of diversity and multiculturalism. There were no questions or comments from the committee members.

**VII. Old Business**

No old business items were addressed.

**VIII. New Business**

No new business was proposed.

Motion to adjourn at 5:03pm. S/P

**Respectfully submitted,**

**Emily Gross**

**Director of the Academic Support Center**