Core Curriculum Committee
Agenda – September 21st, 2022 – 4:10 PM

Zoom link: https://us02web.zoom.us/j/81973881204?pwd=MzdmM0FtSEx3M1F5Si9vUUtPcTN5dz09
Meeting ID: 819 7388 1204
Passcode: shepherd22

Upcoming meetings and submission dates:
Oct 19, 2022 – submissions due October 12
Nov 16, 2022 – submissions due November 9
Jan 18, 2023 – submissions due January 11
Feb 15, 2023 – submissions due February 8
Mar 22, 2023 – submissions due March 8
Apr 19, 2023 – submissions due April 12

Voting Members (those present marked with an X)	Ex-officio Members (those present marked with an X)
Library – Rhonda Donaldson X	Academic Support Center – Emily Gross
CAHSS	Assessment Task Force – Ann Wendle X
CAT – Ally Christmas X	C&I Chair – Larry Daily
EML – Tim Nixon X	Director Academic Advising – Christina Reich
HIST – Ben Bankhurst (fall)/David Gordon (spring)	FYEX - Shannon Holliday X
COMM – Monica Larsen	Multicultural Student Affairs – Annie Lewin
MUSC – Erica Rumbley X	Registrar – Tracy Seffers
PSCI – Stephanie Slocum-Schaffer	Student Engagement – Rachael Meads
PSYC – Lindsey Levitan X	Student Success – Hannah Williams-McNamee X
SOCI – Charles Hulse X	Student Representative (SGA) – William Prudnick X
SOWK – Karen Green X	Student Representative (SGA) – vacant
COB	Website – Barbara Kandalis
ACCT – Justin Collins X	
BADM – Zahra Pourabedin	
ECON – Kathy Reid X	
CNEHS	
EDUC – JB Tuttle X	
NURS – Cara Burker	
RSES – Rhonda Hovatter X	
CSTEM	
BIOL – ?	
CHEM – Jacqui Cole (Chair) X	
CME – Karen Adams X	
EPS – Sytil Murphy X	

Others in attendance: Osman Guzide and John Steffen

I.   **Approval of the Minutes from the 4/20/2022 Meeting**
Approved with no amendments

II. **Welcome/Introduction of Committee Members**
Chair Cole went through how to access Core Curriculum Committee documents on Teams

Welcome to committee members and introductions

III. **Scribe du jour Volunteers**
Chosen every meeting, please step up as able.

IV. **Volunteers for Sub-committee Membership**
   a. Assessment
   i. Chair – A Wendle; S Slocum-Shaffer (CAHSS); R Hovatter (CNEHS); Kathy Reid (COB); J Cole (CSTEM)
   Ann Wendle will be redefining the role of this committee and will be providing guidance moving forward.

   b. Course Substitution
   i. Chair – K Green; T Nixon (CAHSS); JB Tuttle (CNEHS); Kathy Reid (COB); K Adams (CSTEM)
   About an hour per month with business conducted via email. The committee reviews outside courses to see if they meet the requirements of the Core Curriculum.

V.   **Reports**
   a. C&I (L Daily)
   No report

   b. Assessment Subcommittee (A Wendle)
   Ann is happy to know this exists and have input. Ann will be sending an email looking for a meeting time. She feels this should be used to the advantage of the faculty in an ethically and pedagogically sound manner.

   A request is made for Ann to be helpful to departments when they are putting forward proposals, particularly on the assessment plans. Ann is receptive to this idea.

   Ann requests feedback and patience as she is new to the role and there is much work to be done to get everything into a good place moving forward.

   c. Course Substitution Subcommittee (K Green)
   Been slow. There have been two or three requests that will be coming out by the end of the week.

VI. **Second Readings**
None

VII. **First Readings**
MATH 107 (K Adams) – missing documents – moved to a future meeting

When a course is being proposed for inclusion in the CORE, a faculty member can come to make the case to the committee. It is the role of the representative to help fill out the documents and submit the documents to the Teams site. This will help prevent documents from being lost. Please open documents to make sure that everything is checked and that signatures are not missing. It might be necessary to open the documents in multiple places.

Submissions are due one week prior to the meeting.

VIII. <u>Old Business</u>
a. <u>Computer literacy working group update (L Levitan)</u>
Conversations held over the summer. Students coming into the university with a wide range of skills, with some not knowing how to use basics (email, Microsoft, LMS…). Trying to determine how wide spread the problem is and what can be done about it. Some departments are trying to resolve this. Is there something more systematic that can be done as a group. It would be helpful to get more direction from the committee about what we should be doing/present. What is the end product?

The AACMU rubric does not include computer literacy but does recognize it as a problem.

It is not easy to add hours to the Core Curriculum requirements. This has been a consideration of the working group.

The student rep brought up required trainings that needed completed before coming to Shepherd as a student. SGA is making trainings for the RamPulse software. Could there be a module/training that is included in these pre-entry trainings?

It has been addressed in the past during orientation. There is a technology module for BrightSpace and email that incoming students already complete. It is leaning more on departments to include this.

Can something be created that programs can use but are not required to use? What about a 1 credit elective?

Options:
- Don't do anything. No extra effort on our part but could cause problems with courses that are stalled teaching this material.
- Offer an elective for basic computing skills and strongly encourage students to take it.
- Self-paced learning modules. Relatively low cost and can carry on. Reaching students who don't do well on computers may not succeed when required to do something on their own on the computer.
- Offering a test-out option. If test-out is not met, a class would be needed.
- Mimic FYEX – all departments need to address with a possible generic option for smaller departments.
- Mimic Writing in Major. Let departments figure out how to handle it independently and certify a course.

Request for the options above to be uploaded to Teams. Members go to departments and next meeting hash out preferred options.

There is a list of skills available. This will be added to the Teams site.

b. Core curriculum housekeeping/Teams site, Bylaws, and Framework update (J Cole)
Need 2-3 people on these three task forces.
- The first is to make sure that documents are lining up with the website/Teams site. Are links on website good?
- Administration is requesting that we create some by-laws. Given that turn over has been large, it would be good to have a record of institutional memory. These by-laws would specify how we run meetings. The portion of the Constitution is at the end.
- AACMU is in the process of updating things. This group would check if the framework is still working. Are changes needed? This group would help the committee stay current.

IX. **New Business**

a. Revisiting MUSC 101 + MUEN for assessment plans (E Rumbley)
During C&I, Tracy Seffers pointed that the MUEN plans do not have assessment plans. The MUEN courses are ensemble courses – the assessment is the performance and a practice log with its reflection. These are under the lifelong learning. There would also be a reflection on global understanding and respect for the second measure. This needs to be done for all of the MUEN courses but a blanket document for all courses is a possibility.

Erica Rumbley has a document that will be posted Teams that addresses this.

b. Foreign language requirement for ADA purposes (J Cole)
In the course of the last 20 years, there have been two-instances when a student needed a foreign language requirement waived because of ADA or being international. The Committee has no process.

This question has been going back and forth for a decade, at least. It is not clear who owns the requirement. There has never been a clear statement from the administration, but it sounds like Administration wants this committee to own it.

Is Admissions and Credits the appropriate place? This committee considers requests for exemptions and waivers for many other things.

It is unclear what languages are covered by current language placement tests. Tim Nixon is going to do some investigation. The current placement tests are cheaper CLEP tests. CLEP is only Spanish, French, and German but does provide credit.

Other schools house this in the foreign language department.

Should there be a standing policy for international students whose first language is not English?

c. Ex officio membership (J Cole) – see next page
The Constitution needs updated (below). There are people who aren't supposed to be here and people that are missing. The retention specialist position is no longer a Shepherd position.

Please look at the official ex-officio members. Do we need the people who are currently ex-officio? Are there others who are needed but not currently?

Since the Constitution needs updated to fix the ex-officio meetings, should we also revisit if every department needs a rep? Should we move to a two-person/college model like C&I?

X.   **Comments for the Good of the Order**

From the Constitution:

c.   **The Core Curriculum Committee** considers and initiates proposals for course and programmatic change to the Core Curriculum. Changes to the curriculum that are passed by 2/3-majority vote in committee shall be forwarded to the appropriate body. Changes that increase or decrease the total number or distribution of hours require a majority vote of all University full-time faculty; the Committee Chair, the Senate's Parliamentarian, and the Registrar will supervise the vote. The committee meets at 4:10 PM on the third Wednesday of each month during the academic year. Committee membership consists of one member elected from each department serving a two-year term, one representative of the library faculty serving a two-year term, and the chair. Non-voting ex officio members include the following:

     i)   Two students, elected by SGA
     ii)   Registrar
     iii)   Assessment Task Force, Chair
     iv)   Retention Specialist
     v)   Multicultural Student Affairs, Director
     vi)   Service Learning, Director
     vii)   Academic Support Center, Director
     viii) C&I Chair
     ix)   FYEX Director.