

# CORE CURRICULUM COMMITTEE MINUTES

## WEDNESDAY, OCTOBER 16, 2024, 4:10 P.M., VIRTUAL MEETING

<b>VOTING MEMBERS 2024 – 2025</b>		<b>NON VOTING, Ex Officio Members 2024 – 2025</b>	
<b>College of Arts, Humanities, and Social Sciences</b>		<i>Vacant (Student rep)</i>	
Brian Santana (EHML)	X	<i>Vacant (Student rep)</i>	
Stefan Swanson (MUSC)	X	Tracy Seffers (Registrar)	
Lindsey Levitan (SSD)	X	Christina Reich (Advising)	
David Gordon (at large)	X	Ann Wendle (Assessment)	
Kevin Williams (at large)	X	H. Williams-McNamee (Student Success)	
Chris Lovelace (at large)	X	Craig Cline (C&I Chair)	
Keith Alexander			
<b>College of Business, Recreation, and Education</b>			
Kathy Reid (BAEF)	X		
J.B. Tuttle (EDUC)	X	<b>Core Curriculum Committee Chair 2024 – 2025</b>	
Rhonda Hovatter (RSES)	X	Monica Larson (CACT)	X
Jason Allen (at large)	X		
Robert Richardson (at large)	X		
Rob Szarka (at large)	X		
<b>College of Science, Technology, Engineering, Mathematics, and Nursing</b>			
Osman Guzide (CSME)	X		
Jacqui Cole (NPS)	X		
Damian Unger (NURS)			
Brooke Comer (at large)	X		
Sara Reynolds (at large)	X		
John Steffen (at large)	X		
<b>Scarborough Library</b>			
Rhonda Donaldson (LIB)	X		

Quorum = 10 voting members

Zoom link: <https://us02web.zoom.us/j/83121636402?pwd=3gzLYGTcSNuBaIbphj46Kd4gFvXnNC.1>

Meeting ID: 831 2163 6402

- I. **Approval of the Minutes from the Meeting of 9/18/2024**  
No changes – The minutes were approved as distributed.
  
- II. **Reports**
  - A. C&I (Craig Cline)  
No report
  
  - B. Assessment (Ann Wendle)  
No report
  
  - C. Course Substitution Subcommittee (TBD)

### **III. New Business**

#### **A. Assessment and Course Substitution sub committees: membership and processes**

There was discussion of changing the role of the Assessment Subcommittee. Rather than assisting the Director of Assessment in coordinating assessment of the core curriculum across departments, it may change to be looking at the assessment plans submitted to the Core Curriculum Committee. Jason Allen and Sara Reynolds and Kevin Williams volunteered for the assessment subcommittee.

There was also discussion of the role of the Course Substitution Subcommittee. Kathy Reid, Brian Sanatana, and Jacqui Cole volunteered to be on the Course Substitution Subcommittee.

Committees were directed to examine the processes relevant to their committees.

### **IV. Old Business**

#### **A. Teach out plans- Dr. Cole**

There was a discussion of core codes, and when a course is considered eligible to meet a requirement for a given student. In particular, there was an inquiry about whether courses were considered as meeting core requirements based on either

- 1) whether the course was in the core during the year in which the student took the course, regardless of the catalog year of the student OR
- 2) whether the course was in the core during the catalog year of the student, regardless of whether a course was subsequently added or removed from the core before the student took the course.

It was noted that the registrar should be consulted as the definitive source of information on this topic.

#### **B. Investigation into the Core Curriculum and Degree Offerings (see page 2 schedule)**

There was discussion of the charge to the committee in the university's strategic plan. "The Core Curriculum Committee will conduct a thorough examination of the Core Curriculum and degree offerings to determine how we are realizing liberal arts at our institution." – 2023-2028 University Strategic Plan, Goal 2, Strategy 1, Tactic 1

There have been no responses from the strategic planning committee in response to previously submitted deliverables.

There has been turnover in the membership of the committee since this charge was last discussed. Members of the committee expressed uncertainty about the intention of the charge and whether the current schedule of deliverables (see below) is meeting the charge as laid out in the strategic plan. The committee agreed to request further information before continuing work on these goals.

### **V. Other Business**

Some representatives to the committee are missing – The chair will seek more information about the updated committee membership.

*Respectfully submitted by Lindsey Levitan*

**For reference:**

The Liberal Arts at Shepherd University:  
Proposal for an Investigation into the Core Curriculum and Degree Offerings

**Incremental Step Completion Date**

Level Setting: Clarification of and Agreement on the Term “Liberal Arts” .....	Feb. 2024
The Liberal Arts in 2024—A Need for Updating Our Understanding? .....	Apr. 2024
Revisiting AACU’s Leap Goals—Still Appropriate for Shepherd? .....	Oct. 2024
Definition of Degrees (BA, BS, BFA, BMP, BSN, BSW, RBA).....	Nov. 2024
Thorough Evaluation of Shepherd’s Core Construct vis-à-vis Previous Considerations .....	Feb. 2025
Benchmarking with Shepherd’s Peers and Competitors .....	Apr. 2025
Recommendations for Alterations or Augmentations of Assessment .....	Oct. 2025