

Core Curriculum Oversight Committee

Date: Wednesday, January 27, 2016

Time: 9:30-11:00 a.m.

Meeting Location: Chancellor's Conference Room, LSC, 14th Floor

Attendance: Ruben Anguiano, Fred Chambers, Sheryl Coffey, Yiming Deng, Andrea Falcone, Jeff Franklin, Phillip Gallegos, Carol Golemboski (chair), Kent Homchick, George Kacenga, Christine Martell, Hans Morgenthaler, Gwen Persons, Mary Lee Stansifer, Tammy Stone, Mary Baitinger (recorder)

Agenda and Minutes

1. Announcements/Updates

- Due to the amount of files to be reviewed in regards to the upcoming proposals and agenda items, all CCOC faculty members are encouraged to print personal copies beforehand or bring a laptop. Agendas will always be in hard copy.
- The CCOC meeting schedule for spring, 2016 has been modified – March 23: cancelled due to spring break; March 30: rescheduled meeting from March 23; May 25: cancelled
- The CCOC mailbox is now being monitored. Several student petitions have been received. In the interest of time, the CCOC authorized Jeff and Carol to review these petitions and make decisions on the committee's behalf. If any merit CCOC discussion, they will be brought to the group for review.
- Updated syllabi resubmitted from the spring/summer CCOC review period will be reviewed by Jeff and Carol, and they will be responding to instructors about their changes.
- The potential reform of the core composition requirements will be delayed until later in the semester, due to the backlog of immediate requests.

Action Item: Mary Baitinger will update the CCOC meeting schedule via Outlook.

Action Item: Carol and Jeff will work on items submitted to the CCOC mailbox and previously submitted syllabi

Action Item: Jeff will reach out to the English Department and invite a composition faculty member to the CCOC meeting when this item is placed on the agenda.

2. Approval of minutes from December, 2016 meeting

These were approved by the 9 voting members.

3. Finalization of CCOC Policies and Procedures documents

The group extensively reviewed the first document listed, CCOC Policies and Procedures. Jeff provided the most updated version, and the group went through page by page. Comments included: Writing standards (teaching versus learning through writing); consulting gtPathways/John Lanning about the writing component; finding the best wording for this requirement; financial implications of Core Composition in first 30 hours, if fully enacted (CLAS is still negotiating the costs); implementation of this policy does not fall on the CCOC; impact on core curriculum; and putting completion of writing and math requirements in the first 30 hours of a student's undergraduate coursework.

Action Item: Jeff will continue to update this document for final approval by the CCOC and find an efficient method for the CCOC to approve the other e-mail attachments not discussed by the group

today (Core Course Submission Cover Sheet, Intellectual Competency Course Approval Form, Knowledge Area Course Approval Form, Cultural Diversity Course Approval Form, and International Perspectives Course Approval Form).

4. Discussion of critical thinking and writing component for Core Courses

Carol explained that the critical thinking component will be looked at in the syllabi review. Two people will be assigned per syllabus. There is still a need to have a definition – a general framework exists but not consensus on the wording or a standard. The CCOC agreed that a slot on the application/cover sheet for a course should be added for the instructor to explain how he or she incorporates critical thinking and writing in his or her syllabus. The VALUE rubrics may be too complex, one member observed, but another observed that they provide a useful benchmark and guide.

Action Item: Jeff will continue to streamline these documents, as needed, to find an efficient format that will provide instructors the tools they need towards being compliant with CCOC standards (VALUE Rubric for Critical Thinking, CCHE Competency Criterion “Critical Thinking,” VALUE Rubric for Written Communication, and CCHE Competency Criterion “Written Communication”).

5. Preparation for review of Sciences Core Syllabi

Mary provided instructions and a matrix for CCOC members to review their assigned syllabi by February 19, 2016. She will send an electronic copy of this information so that reviewers can easily access the documents, including the evaluation form, on the Google Shared Drive.

Action Item: Mary will send out an e-mail that covers procedures and deadlines.