

**Cardinal Core Curriculum Committee
Meeting of September 21, 2018, 2:30**

Minutes

Attending: Barberie, Barrow, Beattie, Bertacco, Carden (staff), Christopher, Determing, D'Silva, Donis-Munoz, Faircloth, French, Fuselier, Hammash, Lewis, Libe, Patton, Riedel, Seif, Singleton, Walker, Willey

Absent: Baumgartner (represented by Reynolds), Fernandez, Land, K. Partin, W. Partin, Perry, Shanahan, Wiggins-Romesburg (Provost Boehm will attend as needed.)

Introductions

New members of the 2018-2019 CCCC were introduced and welcomed.

Approval of Minutes

The minutes of April 27, 2018 were approved.

*ACTION: Carden will post the minutes to the Cardinal Core web site.

Review of Charge and CCCC Structure

Singleton gave an overview of the function and structure document for the new Cardinal Core Curriculum Committee.

Election of Committee Chair

Singleton made an appeal for new nominations as she steps down as chair.

*ACTION: Since no nominations were made and no one volunteered to serve in this role, Willey recommended that the election be tabled until the next meeting.

Subcommittee Service and Review of Charges

Following a review of the charges to the three subcommittees, volunteers were requested to replace members who rotated off the full committee. Some members are continuing to serve additional years in order to provide consistency.

Diversity (D) Subcommittee, coordinated by Wiggins-Romesburg:

Members: Christopher, Donis-Munoz (student rep), Land, Libe, Seif

Note: The former CD Petition Subcommittee is now the Diversity Subcommittee.

Assessment Subcommittee, coordinated by Shanahan

Members: Barrow, Bertacco, Fuselier, K. Partin, Patton, Riedel

Course Proposal Subcommittee, coordinated by Carden

Members: Beattie, Barberie (student rep), Detmering, French, Perry, Riedel

*ACTION: The coordinators of each subcommittee will follow up regarding meeting times and other business.

Overview of Variances

Willey reported that a variance request process was established during the transition between the General Education Program to Cardinal Core so that students are not disadvantaged. The petition form is posted at <http://louisville.edu/provost/ger/cc-variance-request-form>. To date, 80 petitions have been processed (40% from A&S, 45% from education, 10% from Engineering, 5% from Business). Approximately ten more petitions are waiting to be reviewed. Less than 100 petitions is a relatively small number considering the number of students on campus. About half of the students took advantage of the shift to QR; about 27% are variances in the SBH category (primarily due to misadvised AP students); and about 15% are D1 and D2 variances. As discussed at the February GECC meeting, blanket variances were set up for a cohort of nursing students so that they would not lose their diversity credit. Also, a group of CEHD students in MATH 151 were affected by the transition; therefore, that roadblock was removed. Boehm previously was reviewing petitions, but now has commissioned Willey to conduct the reviews. As necessary, she looks at the syllabus, the gen-ed status of sending institutions, and/or other components of the requests.

Overview of Cardinal Core Program and Initiatives for 2019-2020

Willey and Boehm have discussed the following initiatives:

Syllabi Check: Under the old program, periodic reviews of syllabi during the regular assessment cycles revealed that some syllabi were not in compliance. Under Cardinal Core, there is concern about course drift, necessitating a structure to address this issue. Not all academic units review syllabi on a semester basis, or they do not specifically compare Cardinal Core syllabi against established guidelines. It is important that courses taught for Cardinal Core credit adhere to Cardinal Core requirements. The committee was asked to think about ways to conduct a syllabi check. Questions were posed. Bertacco mentioned the importance of timing. Riedel questioned what is close enough to meet the Cardinal Core guidelines.

*ACTION: Walker and Libe recommended that the Course Proposal Subcommittee take this on as a spring project after first developing a procedure to address potential drift. Also, Shanahan will be consulted about the best way to conduct a random sampling of courses, including all sections. As necessary, Carden can pull approved syllabi with the Cardinal Core SLOs and corresponding assessments.

Overall Program and Course Listing: Willey recommended that the committee look at the list of approved courses to determine how the program looks, and asked if it would be advisable to edit the list. Protocol and a time line would need to be established. There was no feedback.

International Service Learning Program (ISLP) Courses: Several different service learning programs do not get Diversity credit yet may qualify based on content and exposure to rich diversity-learning experiences. French spoke of STEM students developing their own service activity working with locals. In follow up to the April committee discussion with Futrell as a strong proponent, Willey reached out to ISLP to consider a common syllabus (template) with a focus on Cardinal Core outcomes going forward. French suggested looking at the ISLP web page for a basic structure. D'Silva was in favor of this initiative. Bertacco recalled the conversation and mentioned the challenges of the objectives and content being met. She recommended that the Diversity Subcommittee and Course Proposal Subcommittee work together to structure the template. Riedel commented that ISLPs involve short-term trips. Seif was concerned about some students being disadvantaged due to program costs.

*ACTION: French and Walker volunteered to work with Willey on developing a syllabus.

Cardinal Core Website and Cardinal Core Course Proposal Process and Timeline

The website <http://louisville.edu/provost/ger/> has been updated under Faculty Resources to describe the course proposal process with access to all forms. The deadline for submission of course proposals in the Cardinal Core Office is November 15, 2018. Course proposals must first be approved in the academic units. Late proposals will not be considered until the next catalog year. Courses approved for Cardinal Core credit in Fall 2018 become effective Summer 2019.

*ACTION: Deans, department chairs/directors, and CIF coordinators will be reminded about the new SLOs and deadline.

Spring 2018 Math Assessment Report and Course Syllabi Review

Although Shanahan currently is on leave, she provided a written summary of the Math Assessment Report. The Mathematics assessment took place in May and was the last assessment under the old program outcomes and rubrics. She reported an excellent sample of 331 artifacts. The threshold of 60% of students scoring at "clearly evident" and "usually evident" was met for the first rubric row "interprets mathematical information," was just below the threshold for second and third rows "applies mathematical models" and "represents mathematical information," and fell below for the final row "provides complete, reasonable, and correct answers." GOOD NEWS: The mode was at "clearly evident" for all except the final row (correct answers). The feedback from the reviewers was that many of the artifacts consisted of multiple problems--increasing room for error and making it more difficult for students to score high on that final row.

*ACTION: Riedel commented that he has discussed the report with Shanahan about separating out the dual credit and engineering courses.

Diversity Petitions

As reported, Wiggins-Romesburg has two pending "Military Experience" Diversity petitions that she will be sending to the Diversity Petition Subcommittee. Several "Study Abroad" petitions have been handled by Willey and Shanahan. Although the Life Experience CD Petition category has been eliminated, somehow students found an old version of the petition form through Google and have requested credit. Steps are being taken to eliminate any old forms that might have been available pertaining to old CD requirements, and advisors are being informed that this is no longer an option.

Fall Meetings

Additional fall meetings are scheduled as follows:

- Oct. 19, 2:30-4:00 (full committee)
- Nov. 9, 2:30-4:00 (full committee or Course Proposal Subcommittee only TBD)
- Nov. 30, 2:00-4:00 (**Course Proposal Subcommittee only, note time**)
- Dec. 7, 3:30-4:30 (note time)

*ACTION: At the end of the fall semester, Carden will announce the spring meeting dates and send appointment slips.

Prepared by Kathy Carden