

**Cardinal Core Curriculum Committee
Meeting of October 19, 2018, 2:30**

Minutes

Attending: Barberie, Barrow, Beattie, Bertacco, Carden (staff), Determing, D’Silva, Donis-Munoz, Faircloth, Fernandez, French, Fuselier, Land, Lewis, Libe, K. Partin, Patton, Perry, Riedel, Seif, Shanahan, Singleton, Wiggins-Romesburg, Willey

Absent: Baumgartner, Christopher, Hammash, W. Partin, Walker (Provost Boehm will attend as needed.)

Approval of Minutes

The minutes of September 21, 2018 were approved.

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

Election of Committee Chair

French was nominated as chair and voted in to replace Singleton who served in this role for several years.

Subcommittee Membership Update

Singleton offered to replace French on the Course Proposal Subcommittee since he agreed to serve as Chair of the CCCC. Members include Beattie, Barberie, Detmering, Perry, Riedel and Singleton.

CPE Assessment Report

Shanahan submitted the annual CPE Assessment Report on October 1. It basically summarizes the Mathematics and Oral Communication assessment results and provides an overview of the assessment process and rubrics. The piloting of the AAC&U VALUE Rubrics and transition to Cardinal Core also was reported.

Update on Variances and Diversity Petitions

Variances: Wiggins-Romesburg reported that 19 variances have been approved since the last meeting, and one diversity petition was approved by the subcommittee. She is maintaining a spread sheet on the variances. Willey asked that variance requests be sent directly to her as a fillable PDF.

Riedel raised a question about whether the variance form could be changed so that it does not ask the department to give “permission” but simply acknowledge a student variance request in cases where the request is not supported. He questioned why department chairs need to sign off to which Willey responded that Provost Boehm wants several levels of review before giving credit. If a chair signs off they are approving the request only. Final approval rests on the institutional side, and Willey has been appointed to represent the Provost.

For example, a student wanted to know if HIST 102 qualified as a blanket exception, but the advisors were not certain that the student met the requirements. Willey reminded the CCCC that

blanket variances only were set up for students affected by the transition to Cardinal Core as follows:

- CEHD students in MATH 151 (This variance only applied to students who were enrolled in MATH 151 during Spring 18.)
- Upper-level Nursing students who would otherwise lose their diversity credit (This variance only applied to students who had been admitted to upper-level in Fall 2018.)
- Additionally, the AP history courses all will be granted SBH credit with the appropriate form filed; the D1 or D2 credit depended on the student supplying additional material that addresses the SLO for D1 or D2. One specific course that commonly transfers in as an AP course is American History.

*ACTION: Libe asked for a record on the blanket variances so that the information could again be communicated to advisors to clarify any confusion since the initial CCCC discussion on March 2, 2018.

Diversity Petitions and Study Abroad: D'Silva raised a question about Study Abroad options. Willey responded that D2 credit for Study Abroad coursework requires a syllabus prior to the program experience. The syllabus is evaluated on evidence of critical instruction and alignment of Cardinal Core diversity outcomes for approval.

Spring Project: Protocol for Syllabi Check

Shanahan reported that syllabi are periodically reviewed for compliance in terms of the outcomes and assessments during the regular three-year assessment cycle. This fall, Arts & Humanities artifacts will be collected with the actual assessment taking place in the spring. As part of that process, each section of a course, taught by various instructors, is checked. Additionally, in the spring, there are ten QR courses (60 Math, 2 Speed, 1 Criminal Justice, 1 Psychology) with multiple sections to be assessed by the Cardinal Core Office. Shanahan meets with the department chairs prior to each assessment.

Also, prior to the beginning of the semester, reminders are sent to faculty teaching Cardinal Core courses regarding the need to explicitly state the established SLOs and to tie the assessments to these outcomes. The goal is to make sure that the transition to Cardinal Core is happening.

Regarding the proposed campus-wide Cardinal Core syllabi check to address drift, Singleton recommended that the chairs be alerted and provided with the guidelines. K. Partin suggested collaborating with Connie Shumake who pulls syllabi each semester. Instructors are being reminded to post their syllabi on Blackboard, making them accessible for viewing.

*ACTION: Willey asked the Course Proposal Subcommittee to sketch out a plan to implement this process for approval by the full committee in January.

ISLP Syllabus Template

Willey reported that she talked with Kandi Walker and corresponded with ISLP instructors and Joy Hart to obtain sample syllabi of courses that have been taught with an ISLP component. French already submitted one, and she is waiting on the others.

*ACTION: An update will be given at the December 7 CCCC meeting.

New Business

Fuselier reported that eight faculty received funds from the Provost to develop two interdisciplinary Cardinal Core courses for the next academic year. Also, she is going to the AAC&U General Education Conference in February.

Remaining Fall Meetings

The November 9 meeting was canceled; therefore, the full committee will not meet again until December 7 at 3:30 p.m. (note time). The Course Proposal Subcommittee will meet on November 30 at 2:00 (note time) to review courses proposed for Cardinal Core credit effective summer 2019.

Prepared by Kathy Carden