



Cardinal Core Office

**MITC 161
(502) 852-5712**

**Cardinal Core Curriculum Committee
Meeting of October 23, 2020, 2:30 p.m. (virtual meeting)**

Minutes

Attending: Barberie, Barrow, Baumgartner, Beattie, Burke, Chandler, French, Hagan, Hammash, Koenig, Losavio, Lewis, Libe, Olinger, K. Partin, W. Partin, Perry, Presley, Raikes, Riedel, Seif, Shanahan, Singleton, Walker, Wildstrom, Willenborg, Willey

Absent: Chandler, Pinkston

Guest: Stephanie Dickerson

Approval of Minutes

The minutes of September 18, 2020 were approved.

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

Subcommittee Updates

Course Proposal Subcommittee:

Carden reported that about 20 course proposals for Cardinal Core designations have been received, but most of them are not new courses. They will be reviewed thoroughly by the subcommittee on November 19.

***ACTION:** Carden will conduct a preliminary review of the syllabi and CIFs and post each syllabus and review sheet in the MS Teams Course Proposal Subcommittee folder.

Diversity Petition Subcommittee:

Shanahan introduced Stephanie Dickerson, the Dual Credit Coordinator, who is a great resource on how to best partner with high schools such as Central, Shawnee, Butler and Manual to offer dual credit D1 courses. Dickerson already is working with Oldham County in partnership with the College of Business. Koenig is part of that team, but none of the COB courses have a diversity component. Willey wondered if the management course could be re-worked with a focus on management in a diverse society. Hagan previously had tried to start dual credit in Bardstown. Baumgartner was interested in reaching out directly to Dickerson about the possibility of public health courses for high school. Regarding interest in teaching dual credit courses, Olinger asked if part of the money from dual credit revenues could come back to instructors or coordinators. Willey replied that the dual credit program generates no revenue for the University and that it, in fact, often leads to a loss, especially if supplying the instructor. Students pay only \$72 per credit hour. Dual credit courses mostly are taught by high school teachers who are certified. The program is primarily a recruiting tool to get students on campus. Dickerson commented that it is a growing market as students and parents look to make a dent in the number of college course requirements, including Cardinal Core courses.

***ACTION:** Dickerson will consult Jenny about the monetary request. Currently, tuition remission is offered for master's course work.

Dickerson is willing to assist with a pilot program based on the number of schools and courses that the committee has in mind. A crosswalk of D1 Cardinal Core courses with syllabi could be developed to determine alignment with dual credit courses; a certain amount of Cardinal Core components would be required. Shanahan shared a listing of current D1 courses by department. Willey was curious about which diversity courses would attract students to UofL, specifically which courses are not offered elsewhere. Wes Partin commented that no other school except UK is offering combo-credit courses. Libe reminded the committee that the diversity courses have two Cardinal Core components (AHD1, OCD1, SBD1, SBHD1).

Shanahan recommended talking with some of the schools to determine interest. The charge is related to D1 courses and the need to strengthen those outcomes, but perhaps D2 could be considered in the future.

***ACTION:** The Diversity Subcommittee will meet with Dickerson to explore ideas.

Another charge is to redesign the D1 outcomes rubric. The new rubric has been drafted and awaits response from all subcommittee members.

Regarding the syllabus reviews, only 70% explicitly embedded the D1 outcomes. Also, some of the corresponding assessments need work. A possible remedy for this shortfall was discussed such as how to best share the requirements with instructors for higher compliance. Since D1 compliance was better in the past, perhaps faculty have a lot going on right now. A notification about the inclusion of the verbatim Cardinal Core outcomes and explicit assessments was sent to all instructors and department chairs/program coordinators in the past. Hammash asked if the associate deans also could be informed. Communication with instructors in Blackboard is not feasible for addressing lack of continuity. Willey agreed that associate deans should be informed but that it is up to departments to determine the best way to handle compliance, whether it is a routine syllabus check or some other method.

***ACTION:** Willey recommended sending an individualized e-mail from the gen ed service account, including notification to the associate deans.

***ACTION:** Willey also will take the issue to the Deans.

Assessment Subcommittee:

Shanahan reported that this group is scheduled to meet to talk about materials for on-line assessment. She thanked Olinger for the new benchmark samples. Since the withdrawal date was moved back, she over sampled to account for the fact that some students will be dropping courses.

Digital Literacy Ad Hoc Committee: Micro-credentials and Badges Within Cardinal Core Courses

In response to the president's charge to increase digital literacy in Cardinal Core courses with the implementation of digital badges, Koenig shared a draft proposal. There are a large variety of badges for two-hour courses, one-week courses, etc. After first identifying Cardinal Core courses that could implement one or more digital badges into their curriculum, the task of familiarizing faculty with digital tools and getting them to participate in badge certification is the next step. The subcommittee is working with Sharon Kerrick who is willing to assist in putting out a call to interested faculty and lead a Webinar. The proposed budget for Spring 2021 is \$11,500 to provide \$250 for up to 10 faculty to complete the badge certification training, \$750 for up to 10 faculty upon submission of an approved syllabus to integrate the badge into their course, \$250 stipend for up to 5 faculty who have previously implemented badges and will serve as mentors and participates in the initial webinar, and an additional \$250 allowance in "swag" for program completion.

A question arose about faculty who complete the Digital Literacy Champion Program but then leave. Also, Willey is not sure if the budget will extend an additional year. At some point, the committee may need to work with the Delphi Center. Willey mentioned that UofL can transcript the badges and put them on CD but

was not sure if the Registrar's Office could add a digital badge icon on the course sheet, as suggested by French. The timeline is tight.

***ACTION:** Koenig commented that once the budget is approved, the committee can hit the ground running to set up the Webinar.

Adobe Creative Campus Tools Ad Hoc Committee

Hagan shared a proposal in response to the charge to create and evaluate a series of faculty development workshops for Cardinal Core instructors who are interested in incorporating the Adobe Creative Campus suite of applications into their spring 2021 courses. The applications of prospective faculty would be reviewed based on certain criteria to identify eight participants or Adobe Creative Campus Fellows. The proposed \$8,400 budget includes a stipend of \$1,000 (\$750 once the assignment is developed and student artifacts have been collected, and \$250 after their planned fall 2021 workshop is held). Costs include a welcoming gift and eight WebCams (\$400) for the small cohort. Training will be conducted by Jason Zahrdt of the Digital Media Suite in the Delphi Center. Olinger commented that it is hoped that the initiative will continue among additional Cardinal Core instructors following the learning experience shared by Fellows in the fall. If GTAs participate, it is important not to jeopardize their financial aid status.

***ACTION:** Willey will consult DeMarco to see if there could be a financial issue with GTAs.

***ACTION:** The CCCC voted to approve both preliminary proposals for consideration by the president. Willey will follow up.

Update on Assessments

Shanahan is collecting randomly-selected student work samples for Natural Sciences this fall after the NS assessment was postponed in the spring. Also, she is collecting artifacts, including Dual Credit and the Panama Program work samples, for Written Communication (WC). The assessments will be conducted in spring 2021. Additionally, syllabi from Blackboard will be collected to make sure that the Cardinal Core Student Learning Outcomes and corresponding methods of assessment have been incorporated.

Frequency of Offerings Update

Shanahan shared the spread sheet of 11 courses that have not been offered since the Cardinal Core program became effective Summer 2018. Most departments have responded about plans to offer the approved courses within the next three semesters. Queries are being conducted at the three-year mark to monitor course inactivity.

***ACTION:** Carden continues to collect and monitor the responses and will follow up.

Pivot-to-Spring Report

Willey reported that UofL is watching local and national trends related to the COVID-19 concerns. Consequently, the spring semester will begin later (January 11, 2021) and the traditional spring break will be shortened to a four-day weekend (March 4-7) in hopes of limiting long-distance travel. There is concern that many of the Cardinal Core courses will be offered long-distance or hybrid, which affects the level of engagement. A face-to-face component is preferred for freshman and sophomore students. A shift to on-line instruction does not mean that courses must be totally remote. Regarding attendance guidelines, students are being told that if they sign up for a hybrid class, they are expected to attend or ask the instructor for permission to participate remotely during the first week of class before the drop/add deadline. The exception for missing class is medical reasons. Willey included in her syllabus an attendance/illness notification statement (viewable in chat). The official university attendance guidelines circulated to students can be found at <https://louisville.edu/coronavirus/communications-and-updates/messages/Oct.152020Changestospring2021semestercalendar.pdf>.

Next Meeting

The Course Proposal Subcommittee will meet on November 19, and the full membership of the CCCC meets on December 4 at 2:00 p.m. (note time change).

Prepared by Kathy Carden