

# Cardinal Core Curriculum Committee (CCCC) Meeting Minutes 10-22-2021

**Attending:** Barrow, Baumgartner, Burke, Crothers, French, Futrell, Hagan, Koenig, Lasavio, Lewis, Meza, Olinger, Reynolds, Riedel, Shanahan, Seif, Singleton (for Rudy), Willey, Wright

**Absent:** Himes, K. Partin (optional/non-voting member), W. Partin (optional/non-voting member), Perry, Pinkston, Presley, Willenborg

## **Review and Approval of September 10, 2021 Meeting Minutes:**

The minutes from September 10, 2021, meeting were reviewed and approved.

**ACTION:** Samuelsen will post the minutes to the Cardinal Core website.

## **James Lewis- Unit introduction, contribution to Cardinal Core, and plans to maintain and develop Cardinal Core courses:**

Dr. Lewis invited the Cardinal Core Curriculum Committee to the newly renovated JB Speed School, and its new classroom, which opened last month. The Speed School has a few QR classes in the Cardinal Core Curriculum. All their students are required to take at least one of their QR courses (ENGR 190 or ENGR 101). Their courses count as both general education and QR. Cardinal Core has been well accepted by faculty. They are working to change the advisor's mentality about the Cardinal Core Curriculum and getting students to see the value of the Cardinal Core Curriculum beyond the required coursework.

## **Linda Fuselier- Overview of 2021 Cardinal Core Instructor Orientation:**

Dr. Fuselier was unable to join us for the meeting, so Dr. Willey provided a summary of the Cardinal Core "Kickoff". They had instructor demos that were very engaging and well received. Faculty in attendance were asked to take this information back to their departments/units in preparation for next year.

## **Branding (Willey):**

### **Cardinal Core Buttons:**

Buttons made by the Cardinal Core Office were handed out for distribution to students/colleagues to promote our office/program.

### **CCCC word cloud**

During the kickoff, faculty instructors were asked to provide one word that describes "What should students get from their Cardinal Core experience?" A word cloud was developed (in meeting folder on Teams). The biggest ones were critical thinking, communication, perspective, skills.

**Develop a single sentence for the top of every Cardinal Core syllabi**

The word cloud is a good placed for us to start to develop our one sentence Cardinal Core statement as our foundation for any degree. This statement can be used as a discussion point on the first day of class and placed at the top of each Cardinal Core syllabus. Next year, CPE will want us to tie/map out our employability skills in our general education courses. There will be 8-12 employability skills such as collaboration, teamwork, cultural competence, critical thinking, creativity, communication, adaptability, diversity, etc. Lewis likes the word cloud and suggested we use that at the top of our Cardinal Core syllabi instead of trying to capture all these descriptions into one sentence. Wright agreed. However, the committee would like to refine the word cloud, as there are misspellings and repetitive words. Wright suggested a word cloud from the student's perspective and compare the two clouds. Olinger suggested shaping the word cloud into UofL or the Cardinal head.

**ACTION:** Willey said we would re-create/clean-up the word cloud and send it around for review and comments.

### **Review of Subcommittee Coordinators/Chairs and Members and Updates (in meeting folder on Teams):**

#### **Diversity Petition Subcommittee (Shanahan):**

The Diversity Petition Subcommittee needs to elect/nominate a Chair. So far this fall, there have been no petitions. The subcommittee will work on the new Diversity rubric when the Assessment Subcommittee has finished the draft.

**ACTION:** Samuelsen/Shanahan will follow up with subcommittee regarding request for Chair.

#### **Assessment Subcommittee/Assessments Update (Shanahan):**

Dr. Shanahan will continue to serve as lead of the Assessment Subcommittee. The Assessment Subcommittee has been very busy and have met frequently regarding a strategic plan and development of the new Diversity rubric. They've had meetings/discussions with the Natural Science group regarding their assessment results. In the spring, they will pilot the diversity rubric, to include D1 and D2, as well as those courses not distinguished as D1 and D2. The rubric should address all Cardinal Core courses.

#### **Course Proposal Subcommittee (Willey):**

The Course Proposal Subcommittee needs to elect/nominate a Chair. Futrell volunteered. The Course Proposal Subcommittee meeting to review fall 2021 Cardinal Core Course Proposals is scheduled for December 2, 2021, at 11:00am via Teams.

#### **Frequency of Offerings Update (Willey):**

The Cardinal Core Office annually reviews the frequency of offerings for the Cardinal Core (CC) courses to ensure that courses are offered on a consistent basis to allow for accurate advising and student registration processes. It is the practice of the CCCC to remove the CC designation for courses that are not offered over the span of three academic years. The Cardinal Core office recently sent out the frequency of offerings notification emails to departments/units and received requests to keep the CC

designation. The departments/units have intentions of offering these courses next academic year.

**ACTION:** The Cardinal Core courses that are not offered within three academic years, will have the CC designation removed through the Course Inventory Management (CIM) system. Should a department/unit wish to restore the Cardinal Core status, once the course is scheduled, the department/unit can submit a new syllabus through the CIM system for an expedited review by the CCCC (Courses that were previously designated as CC courses will not be required to adhere to the November 15th deadline for new course proposals). Samuelsen will inform department/units that requested an extension of the CCCC decision.

**Discuss the review of course proposals on a rolling basis instead of at one time/meeting a year (Willey):**

Willey would like the Course Proposal Subcommittee to think about and discuss whether it would be best to review course proposals on a rolling basis instead of once a year. Riedel stated he preferred to review all the course proposals at one time. Riedel asked if the course proposals for fall 2021 can be uploaded to the Course Proposal Subcommittee folder in Teams, so people can start reviewing them now. To date, we have only received one.

**ACTION:** The Course Proposal Subcommittee can discuss and decide. Samuelsen will upload course proposals to Teams as they are received.

**Discuss how to respond to requests for extra feedback from the subcommittee when a course syllabus is denied:**

Last year the Course Proposal Subcommittee denied a new course proposal. Kathy provided the department/unit with the subcommittees feedback, but the department/unit is requesting more feedback. The Chair of the subcommittee should respond and be able to provide better written feedback/fuller report.

**ACTION:** Samuelsen will arrange a Teams meeting with the department/unit, French, Willey, and Futrell (as Chair of the Course Proposal Subcommittee) encouraging the department/unit to revise and re-submit.

**Digital Literacy: Micro-credentials and Badges within Cardinal Core Courses (Koenig/Hagan):**

Koenig noted the badging initiative is a lot harder to initiate (stipends and having so many badges to choose from is overwhelming). It might be easier to pick out the badges that students can receive certificates for. Hagan proposed joining all three subcommittees (credentialing, Adobe, and digital literacy competency) as one joint subcommittee. The Digital Subcommittee will be co-chaired by Hagan and Koenig, allowing them to combine efforts. The Digital Subcommittee will continue to incorporate badges and Adobe tools into Cardinal Core courses and will also have an exploratory function of digital literacy as a competency. CCCC agreed to combine subcommittees.

**Adobe Creative Campus Tools: Adoption and Integration Across the Cardinal Core Curriculum (Hagan):**

Shanahan sent out a call for instructors, who if interested in participating in the Digital Credentialing Champion or Adobe Creative Campus Fellow, must complete the application by November 19<sup>th</sup>. Jason Zahrndt with the Delphi Center is ready to assist. We are still waiting to hear if we received a rolling Adobe grant. A rubric will need to be developed to select instructors to participate. The initiative is following the same pattern as last year- cohort selected, initial meeting in December/January, follow up meeting on implementation in fall 2022. Since UofL implemented Adobe across campus, it's received some PR from Adobe (soundbite from Hagan and Jason Zahrndt).

**Digital Literacy (DL) Competency (Hagan):**

As discussed earlier, combining this subcommittee with badging and Adobe subcommittees to combine efforts.

**Next Meeting:**

The next meeting is **Friday, November 12, 2021**, from 2:30pm-4:00pm at SAC East, Room 102 (near Campus Bookstore). Our host is Gin G. Presley, Undergraduate Program Coordinator, Internship Faculty Supervisor for Health & Sport Sciences/Sport Administration.

Prepared by Darla Dale Samuelson