

# Virtual Cardinal Core Curriculum Committee (CCCC) Meeting Minutes 01-19-2024

**Attending:** Baumgartner, Burke, Chao, Crothers, Farag, Futrell, Hagan, Himes, Lewis, Losavio, Luke, Parker, Perry, Rudy, Shanahan, Shelton, Scobee, Wright

**Absent:** Deep, Olinger, Partin, Willenborg, Willey, Zwerg-Villegas

## **Review and Approval of November 10, 2023 and December 8, 2023 Meeting Minutes:**

The minutes from November 10, 2023, and December 8, 2023, meetings were reviewed and approved.

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

## **Subcommittee Updates:**

### **Course Proposal Subcommittee:** *Vote on proposals from December 8, 2023 meeting*

Wright presented the subcommittees recommendation for four pending Cardinal Core courses. Shanahan provided a poll for each course.

1. *MKT 201 – Multiculturalism in the Marketplace (SBD1)*  
The syllabus was revised by the department and addressed the subcommittee's prior feedback. The subcommittee recommended approving the course. The majority of the Cardinal Core Curriculum Committee voted to approve.
2. *BUS 120 – Business Algebra (QR)*  
The subcommittee recommended approving the course with minor edits to the syllabus, such as clarification of the grading scale. The majority of the Cardinal Core Curriculum Committee voted to approve.
3. *BUS 150 – Business Calculus (QR)*  
The subcommittee recommended approving the course with minor edits to the syllabus, such as clarification of the grading scale. The majority of the Cardinal Core Curriculum Committee voted to approve.
4. *NURS 150 – Biochemistry for Healthcare Delivery (S)*  
The subcommittee is requesting modifications to the proposed course. See detailed modifications below.
  - Ensure there is a clear alignment between topics, activities, assessments, and outcomes.
  - Include other kinds of assessments that provide evidence SLOs are met- eg a multiple-choice quiz cannot assess whether a student can "demonstrate" something.
  - Other objectives of the science distinction should be assessed throughout rather than just a single assessment such as "in-class participation" or only on the final project.
  - Descriptions of the assessments (especially, the final project, but also the weekly deliverables) need to be fleshed out more since they are being used to assess the CC SLOs.
  - Ensure syllabus has all required elements- including but not limited to university policies.
  - Include a weekly topical outline.

The majority of the Cardinal Core Curriculum Committee voted to approve the Course Proposals recommendation to seek further modifications.

**ACTION:** Samuelsen will process these four courses in CIM with the committee's decisions.

**Diversity Petition Subcommittee:**

No new business to report.

**Assessment Subcommittee:**

Shanahan reported they are still getting artifacts for both the Natural Sciences and Social & Behavioral Sciences/Historical Perspectives Assessments. The responses have trickled off, and they are still trying to get a good representation of the courses we offer.

Approximately 460 student work samples have been received and prepared for the Social & Behavioral Sciences/Historical Perspectives Assessment, and approximately 400 student work samples for Natural Sciences. Next week, they will begin reaching out to faculty to participate in the review of the assessments. They will start the assessments in late February/early March.

**Digital Competency Subcommittee:**

No new business to report.

**Discussion/Planning for Spring Faculty Orientation/Celebration of Cardinal Core:**

Hagan will put together an outline of past events to help guide the subcommittees in developing the programming of this event.

The committee discussed:

- When and where to have the event
  - At the end of the semester, informal at the SAC, depending on the number of people invited.
  - Are there funds to support food/drinks.
- Who will we invite?
  - Shanahan suggested inviting past assessors.
  - CC faculty/instructors
  - Representatives from each of the content areas, such as Katherine Taylor from OC
- Hagan suggested showcasing work from Cardscreate
  - He will discuss this option with J. Zahrdt to get some ideas on how to explore it.
- Explaining the value/mission of the CC
- Awards for innovating syllabi/ assignments in CC.
  - Are there funds to support awards?

**ACTION:** Hagan will email the Chairs of Digital Competency and Diversity Subcommittees the outline to enhance further planning discussions.

**New Initiates/Updates:**

Reminder: the Celebration of Teaching and Learning is back on campus on Friday, February 2, 2024, from 8:45 a.m. to 4:45 p.m. at the Swain Student Activities Center. There will be a panel of Cardinal Core faculty who have participated in the 10 essential skills project. Please think about attending/supporting.

**Next Meeting:**

Friday, February 16, 2024, from 3:00 pm-4:30 at Belknap Academic Building (BAB), Room 218.

Prepared by Darla Samuelsen