

Virtual Cardinal Core Curriculum Committee (CCCC) Meeting Minutes 12-13-2024

Attending: Baumgartner, Burke, Chao, Cunningham, Futrell, Hagan, Imam, Luke, Olinger, Rudy, Scobee, Shanahan, Willenborg, Willey, Zwerg-Villegas

Absent: Barnes, Crothers, Farag, Gabbard, Maze, Perry, Presley, Partin, Waddle

Review and Approval of October 11, 2024, Meeting Minutes:

The October 11, 2024, meeting minutes were reviewed and approved.

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

Subcommittee Updates:

Diversity Petition Subcommittee (Chair: Anne Zwerg-Villegas):

The subcommittee received one Diversity-Military Experience petition for review. The subcommittee returned for resubmission with additional details. Additionally, the subcommittee reviewed a new course proposal for ECON 290 Economics of Social Issues-D1. The subcommittee decided to return the syllabi to the department for additional details regarding readings/assignments and their connections to the assessments.

Assessment Subcommittee (Chair: Katie Shanahan):

The Oral Communications (OC) and Written Communications (WC) samples are coming in for review. Currently, there are 213 OC samples and 315 WC samples. The subcommittee met in preparation for the QR assessments next year. They were having trouble with the rubric as it relates to assumptions, so it was decided to remove assumptions from the rubric.

Course Proposal Subcommittee (Chair: Ryan Luke):

There were three new course proposals submitted for review.

1. ECON 290 Economics of Social Issues-SB,D1
The subcommittee suggested denying this course proposal due to a lack of alignment of Cardinal Core outcomes, activities, and assessments.
2. POLS 204: Introduction to International Relations-SB
The subcommittee suggested this course be sent back to the instructor for substantial modifications, specifically clearer alignment of Cardinal Core Outcomes, activities, and assessments.
3. BIOL 321 Introduction to Health Professions Skills Laboratory-SL
The subcommittee suggested conditional approval with minor modifications to be reviewed again by the Cardinal Core Office. The subcommittee requested clarity regarding the credit hours, textbook, and grading scale/structure.

The committee of the whole voted and approved the subcommittee's recommendations.

ACTION: Luke will provide the Cardinal Core Office with a written summary of the subcommittee's responses for the departments. Samuelsen will coordinate with Krista Young OAPA and process in CIM.

Add to January Agenda: Re-address course proposal review responses, decisions, timelines for re-submissions, and what defines a denial versus a major modification.

New Initiatives/Updates:

Course Frequency Policy shift from 3 years review to 5 years (Willey).

The Cardinal Core Office recommended shifting our course frequency review policy from 3 years review to 5 years review. The University Registrar has a 7-year policy. If the course has not been offered in the last 7 years, it is removed from the course catalog. The committee of the whole voted and approved the recommendation to shift to 5- year review, stating 5 years is a reasonable amount of time to offer a CC course.

ACTION ITEM: Shanahan/Samuelsen to update the website/online course frequency policy.

Add to January Agenda: Discussion to propose a limit on the number of CC Courses a student can take in their own discipline.

Next Meeting:

The next CCCC meeting is on Friday, January 10, 2025, from 2:30 pm-4:00 pm at Belknap Academic Building (BAB), Room 218.

Prepared by Darla Samuelsen