

Cardinal Core Curriculum Committee (CCCC) Meeting Minutes 04-11-2025

Attending: Barnes, Burke, Crothers, Cunningham, Farag, Futrell, Hagan, Luke, Olinger, Perry, Presley, Shanahan, Scobee, Waddle, Willey, Zwerg-Villegas

Absent: Baumgartner, Chao, Gabbard, Imam, Maze, Partin, Rudy, Willenborg

Review and Approval of February 14, 2025, Meeting Minutes:

The February 14, 2025, 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):

There was one diversity-military experience petition. After the initial review, the student was given feedback to revise the essay and was subsequently approved by the subcommittee.

Assessment Subcommittee (Chair: Katie Shanahan):

OC & WC Assessments Reports:

Shanahan walked the committee through the Written Communication (WC) and Oral Communication (OC) Assessments PowerPoint. The WC assessments showed improvements on all rubric measures from the last WC assessment. We are consistently seeing that use of evidence and use of influence of context and assumptions are the two lower performing areas in our written communication and critical thinking rubrics. This was the first time using the diversity rubric for a WC assessment, which showed performance was highest in attitudes and openness, but lowest on applied knowledge and cultural awareness. The OC assessments had a decrease in the percentage of samples scored as not-applicable and samples from all disciplines were aligned with the assessment measures. The oral competencies results were consistent with the last assessment. The low scoring areas were delivery and supporting materials. Side note about assessments: We've been asked to cut 8% from our budget. The majority of our budget is salary and the rest is set aside for assessments. The Cardinal Core Office has considered that we may have to greatly reduce the number of assessors and the X-Pay (\$500 to \$250) per assessor if we are impacted by this budget reduction.

Course Proposal Subcommittee (Chair: Ryan Luke):

No new business to report.

New Initiatives/Updates:

Cardinal Core and Office of Undergraduate Education's new website/pages (Willey, Shanahan, Samuelsen)

The CC Office walked the committee through our proposed new webpages. The feedback was supportive of our new webpages.

Update on CPE 10 Essential Skills (Willey)

We must fully implement the CPE 10 Essential Skills (ES) across the entire curriculum within the next 3 years. Every program curriculum will need to be mapped out. There are three levels:

Introduced (baseline)- college readiness standards

Reinforced (milestone)- Cardinal Core general education courses

Mastered (capstone)- when the student graduates

The University will also have to assess these skills twice within the student's time in the program (2nd year intro courses and final year mastery courses). We have to come up with a plan to submit to CPE by August 31st. We are going to have to reword/rename the 4th component of the 10 ES to interpersonal skills, cultural perspectives, etc. We are still working this out. Willey is talking to the Delphi Center about adding the ability to align the CPE 10 essential skills in Blackboard with a test, assignment, discussion, course content, rubric, etc. This will help us show CPE the implementation, but not address the assessment part.

ACTION: Samuelsen will upload the 10 Essential Skills Working Group folder into the CCCC Teams folder, so members can review a list of courses, instructors, and sample syllabi from the pilot program.

Next Meeting:

The next CCCC meeting is on **Friday, September 19, 2025**, from 2:30 pm-4:00 pm at Belknap Academic Building (BAB), Room 218.

Prepared by Darla Samuelsen