

Cardinal Core Curriculum Committee (CCCC) Meeting Minutes 09-19-2025

Attending: Barnes, Burke, Yingling, Cunningham, Farag, Fernandez, Futrell, Gabbard, Hagan, Himes, Imam, Luke, Olinger, Perry, Presley, Price, Rudy, Shanahan, Short, Willenborg, Willey, Zwerg-Villegas

Absent: Partin, Thomas

Welcome and Introduction of Members:

Returning members were welcomed back and new members were recognized.

Election of Committee Chair:

Nominations for the CCCC Chair were opened. Hagan was nominated and voted as continuing Chair for another year of service.

Schedule:

Fall 2025 CCCC Meetings (Fridays from 2:30-4:00pm) Sept. 19, Oct. 31, Nov. 14, Dec. 5

*The December 5th, meeting will be from 1:00-2:30pm on TEAMS

Spring 2026 CCCC Meetings (Fridays from 2:30-4:00pm) Jan. 23, Feb. 20, Mar. 20, Apr. 24

*May meeting will be dependent on the need and if there is any timely business that needs to be addressed

The fall 2025/spring 2026 schedule of CCCC meetings was reviewed.

Review of Function/Structure of CCCC:

Reviewed the function and structure of the CCCC.

We have a Teams set up for the CCCC as well as for each subcommittee.

Reminded members to ensure their Teams chat notifications are on (instructions in Teams folder)

You can review the last approved CCCC meeting minutes from 04-11-2025 in Teams.

The meetings minutes from 04-11-2025 were reviewed and approved.

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

Review of Subcommittee Charges

Perspectives Petition Subcommittee

Assessment Subcommittee

Course Proposal Subcommittee

Suggestion for a 10 Essential Skills Ad hoc Subcommittee (Willey)

Reviewed subcommittee charges and discussed an ad hoc subcommittee for the 10 Essential Skills. Every degree will have to be mapped to the 10 Essential Skills. Every degree program will not have nor do they need to have all 10. Students will have to have all 10, including the general education (Cardinal Core) courses.

ACTION: Samuelsen will send a survey to the committee members to complete, in their order of preference for service on the four subcommittees. Assignments will be determined on a first-come, first-served basis. Once subcommittees are formed, they must elect a subcommittee chair before our next CCCC meeting on 10/31/2025.

New Initiatives/Updates:

Discussed the new CIM course proposal dates. The handout is in our Teams folder.

Olinger brought up the Board of Trustees (BOT) decline of our recent addition of the AI Policy to our Student Code of Conduct. The BOT welcomes and encourages the use of AI ethically and productively. There are three ways an instructor can choose to handle AI in their course (no use at all; use, but they have to cite; and use openly and freely). The Dean of Students is currently working on the Syllabi Standards and Guidelines to include an AI policy statement.

Next Meeting:

The next CCCC meeting is on Friday, October 31, 2025, from 2:30 pm-4:00 pm at Belknap Academic Building (BAB), Room 218.

Prepared by Darla Samuelson