

Cardinal Core Curriculum Committee (CCCC) Meeting Minutes 10-31-2025

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

Review and Approval of September 20, 2024, Meeting Minutes

Minutes approved.

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

Subcommittee Updates:

Perspectives Petition Subcommittee (Chair: Jennifer Rudy)

One petition for the Global Perspective (P2) designation based on military experience was received. The student submitted two essays in support of the petition. After review, the petition was denied due to insufficient connection between the military experience and the Global Perspective learning outcomes. The student will be notified of the decision and offered the opportunity to appeal by requesting an oral defense before the Perspectives Subcommittee.

Assessment Subcommittee (Chair: Katie Shanahan)

AH & QR Assessments are in process and faculty teaching AH and QR courses have received a third notification about the assessment with the list of students randomly selected for the assessment. The Cardinal Core Office has already received some samples.

Course Proposal Subcommittee (Chair: Ryan Luke)

CHEM 100 Chemistry in Contemporary Society – S

Approved with significant modifications requested. Additional detail is being requested on the assignments, grading scale, and assessment of learning outcomes. The committee was supportive of this course but just wanted more detail in the syllabus.

ACTION: Samuelson will rollback in CIM and Gabbard will follow-up with Lenore Hoyt about the CHEM 100 modifications.

10 Essential Skills Ad Hoc Subcommittee (Anne Zwerg-Villegas)

Proposal was submitted for Celebration of Teaching & Learning (Feb 2-6, 2026). The session will be a workshop to introduce the 10 Essential Skills and walk faculty through incorporating the skills into Blackboard courses.

New Initiatives/Updates:

10 Essential Skills used in Blackboard

Reviewed the report of courses currently linked to Blackboard goals/10 Essential Skills. Faculty discussed changing the Blackboard goals to only include the major categories for the 10 ES instead of all of the detailed outcomes under each major skill. After reviewing the Blackboard report, it was determined that the detailed outcomes provide valuable information on student learning. Willey advised keeping the details but working with Delphi to determine if there is a better naming and sorting system to make it easier for faculty to navigate.

ACTION: Willey is going to follow-up with Amy Green in Delphi about the 10 ES in Blackboard goals.

Syllabi Compliance

The Cardinal Core Office reviewed SB, P1, and P2 syllabi for updated outcomes and perspectives language and raised the concern that a high percentage of syllabi had not been updated and that many syllabi were not available in the university's Concourse system.

ACTION: The Cardinal Core Office will send a follow-up from the August instructor orientation meeting to all faculty about the updated outcomes and perspectives language and then the committee can revisit reviewing syllabi for compliance in the spring/summer to determine if additional action is necessary. The committee discussed having a system for reviewing syllabi, notifying faculty of non-compliance, and then decertifying if syllabi are not brought into compliance.

The next CCCC meeting is on **Friday, November 14, 2025**, from 2:30 pm-4:00 pm at Belknap Academic Building (BAB), Room 218.

Prepared by Katie Shanahan