

Core Curriculum Review Committee
Monday May 10, 2004 10:00 A.M.-12 P.M. AMU 254
Approved Minutes

Members Present: Drs. Eckman, Courtright, Laatsch, Lueger, Hathaway,
Ropella, Quade, Ksobiech, Byleen, Vater, Grahn, Deahl, Snow, Fr.
Laurance, SJ, Mr. Lowrey

Members Excused: Drs. Machan, Maranto, Lough

The meeting was called to order at 9:07 A.M.

1. Dr. Deahl offered the opening prayer.
2. Approval of the Minutes:
With two changes regarding attendance of the last meeting, Dr. Eckman moved to approve and Dr. Ropella seconded. The minutes were approved with two abstentions (Drs. Laatsch and Courtright).
3. Chair's Report (Meeting on MATH 030 and MATH 032/EDUC 032):
Dr. Snow reported that following a meeting of the subcommittee, MATH 030 will probably be resubmitted. It is presently undetermined if MATH 032/EDUC 032 will be resubmitted.
4. Agenda Items:
 - (A) Group I Report on Spanish 184:
Dr. Eckman reported that after examining the syllabus and template for Spanish 184 the sub-committee recommends qualifying the course for inclusion in the Core. Dr. Hathaway noted that the template for SPAN 184 did cross-reference SPAN 050 (now SPAN 090) and upon further examination it became clear that they are, in fact, the same course. She also noted that the SPAN 184 syllabus has been revised and has course-specific learning objectives. Dr. Eckman moved to qualify the course. Dr. Deahl seconded. Dr. Snow suggested an e-mail vote early next week regarding SPAN 184 instead of reconvening the committee.
Dr. Courtright wondered if students who are non-native Spanish speakers yet are very proficient in Spanish will be allowed to take SPAN 184. Dr. Hathaway noted a student cannot take courses designated for native speakers unless deemed to have native-level fluency by the department. Dr. Ksobiech referred to the last paragraph of Dr. Castaneda's memo and noted that he would prefer not to lose Core courses this soon after the Core's inception.
 - (B) Brainstorming Agenda Items for 2004-2005:
In Academic Year 2004-2005, Dr. Snow suggested implementing changes in the template itself that would make it more user-friendly as well as a re-examination of the learning objectives for each knowledge area in order to make them easily assessable.
Dr. Eckman added that it would be helpful to get student enrollment data for core courses.

Dr. Deahl added that communication between the CCRC and departments should be reconsidered in order to improve departmental participation in the Core.

Dr. Hathaway suggested that sub-committees look at approved courses and determine which related courses should logically be included in the Core.

Dr. Ksobiech noted that he is opposed to an entire overhaul of the template and learning objectives and suggested a gradual change. This could begin with evaluation of three knowledge areas at a time instead of reconvening all of the focus groups. Dr. Hathaway also noted her reluctance to reconvene focus groups. Dr. Snow noted that changes made to the template would, in fact, be for fine-tuning of the present document and not an attempt to completely change it. Similarly, revisions to learning objectives should be fine tunings, rather than complete overhauls. She further added that a survey of instructors who teach core courses might be helpful to determine what could make the assessment process easier. Dr. Snow added that if three knowledge areas are examined at a time, the three areas facing the most difficulty with assessment should be addressed first.

Dr. Quade noted that changes could easily be made to mechanical problems in the template via sub-committee review. Dr. Quade noted that perhaps another meeting between the CCRC and UAC would be beneficial, given that the UAC is a committee advisory to the CCRC.

Dr. Courtright suggested that future assessment should be conducted in a manner that addresses the concerns of the North Central reviewers.

Dr. Ksobiech noted that a response to North Central might be to form a central assessment office. Dr. Courtright noted a concern over formation of a top-down organization. Dr. Deahl clarified that such an office would not be top-down, but rather a centralized attempt to assist all departments in their assessment efforts.

Dr. Laatsch suggested that there be a meeting of department representatives within each knowledge area later in the year to foster a feeling of a cohesive effort regarding assessment.

(C) Brainstorming Ideas for By-Laws Subcommittee:

Dr. Lueger distributed an outline summarizing ideas that he has had thus far.

Dr. Courtright questioned if item II. D, Lengths of Terms and Replacements, is a responsibility of the Committee on Committees. Dr. Snow noted that the Committee on Committees has handled length of terms, appointments and replacements for some committees in the past. However, membership and length of term on the CCRC were created by an initial document from the then Office of Academic Affairs. We have a practice of contacting the relevant Dean and department Chair and having them provide recommendations for replacements.

Dr. Hathaway suggested that information on how sub-committees are structured be included in the by-laws. Dr. Deahl noted that under section

IB the relationship of the CCRC to assessment and to the UAC could be addressed.

Dr. Courtright added that instructors with expertise in specific knowledge areas should work on the sub-committee for that knowledge area, as opposed to a volunteer-based system as was done in the past.

Dr. Courtright further noted that posting of qualified courses is done electronically and questioned how this may allow for erroneous and unauthorized changes to the documents. Dr. Snow noted that errors are generally noticed and amended. Hard copies of approved submissions are available in the Raynor Library.

Dr. Snow thanked committee members that will not be returning in fall for the work throughout their appointments. She thanked all CCRC members for their efforts this academic year.

The meeting was adjourned at 10:50 A.M.

Respectfully Submitted
Jennifer Talley-Rogers
Assistant to Dr. Snow