

**Core Curriculum Review Committee**  
**Wednesday April 21, 2004**  
**9:00 A.M.-10:00 A.M. AMU 254**  
**Approved Minutes**

Members Present: Drs. Deahl, Maranto, Lueger, Byleen, Vater, Ksobiech, Grahn, Eckman, Lough, Hathaway, Ropella, Snow, Fr. Laurance, SJ

Members Excused: Drs. Machan, Quade, Laatsch, Courtright, Mr. Lowrey

Meeting called to order at 9:04 A.M.

Opening Prayer: Dr. Snow called for volunteers; Fr. Laurance offered the prayer.

**Approval of the minutes from 4.5.04:**

Dr. Machan added to his statement on page two that he has no professional qualifications to evaluate mathematics courses.

Dr. Eckman moved to approve the minutes. Fr. Laurance seconded.

**Agenda Items:**

**(A) Group I report on Theology 126:**

Dr. Maranto stated that the subcommittee met with the instructor who submitted the template for THEO 126. She stated that she was very impressed with the time spent to re-vamp the course as well as with the instructor's commitment to the course in terms of the research she plans to do over the summer and the understanding of what is required by the CCRC. Dr. Maranto further stated that she recommends approval of the course and supports the course for funding.

Dr. Snow called for a friendly amendment to the motion to defer on THEO126. Dr. Maranto moved to amend the motion to qualify THEO 126 for the Core. Dr. Eckman seconded.

Dr. Ksobiech questioned whether the course is being approved under the assumption that submitted documents can be re-written or if the documents will remain as they are currently.

Dr. Maranto noted that there has been a precedent for approving courses that do not have exemplary templates. However, she feels that the template is sufficient and that the course will fulfill the objectives for the knowledge area. Dr. Hathaway commented that she also thought the template was sufficient for inclusion of the course in the Core.

Dr. Eckman questioned if the instructor would have to re-submit any documents after applying for and receiving funding. Dr. Snow replied that the instructor would have to submit documentation on the enhancements to the course made possible by the funding.

Dr. Eckman noted that the template is stronger than the syllabus and suggested possibly asking that a new syllabus be submitted.

Dr. Snow opined that a new syllabus would not be necessary. She stated that the instructor has spent time reviewing materials on electronic reserve and attending workshops. She stated that the template is sufficient and raised the question of whether the CCRC is approving courses based on filling out a template or is it based on the quality of the course to be delivered? She concluded by stating that this was a good effort to re-tool the course and stated that she would be comfortable approving the course. She further stated that the course is in a strong position to receive funding. Dr. Hathaway also expressed the importance of evaluating the integrity of the course, not just the written template.

Dr. Maranto stated that the instructor provided the subcommittee members with sources she intended to use in the course, which made the course's relation to Diversity apparent. She also stated that on the basis of written materials, it would still be admissible to approve the course.

Dr. Lough asked whether the newest materials presented by the instructor were available for the rest of the committee to see and if examples of readings could be given.

Dr. Maranto cited a textbook, Ethnicity in Contemporary America: A Geographical Appraisal, from which the instructor will use several chapters. These chapters explain vocabulary clearly and, through conversation with the instructor, it was apparent that these concepts would be woven throughout the course and that the instructor understands the material thoroughly.

Dr. Ksobiech agreed that it is admissible to approve the course, but expressed concern over the CCRC's approval of a course based on the positive attitude of the instructor and not on the evaluation of the written template.

Dr. Snow suggested that in light of recent problems concerning the template, it may need to be changed. Dr. Eckman noted that we could put it on the agenda.

Dr. Snow further stated that next year might be a good time to revise the template and to revisit the learning objectives for the knowledge areas.

Dr. Hathaway added that the original intent of the template was unknown at the time of its inception and that since its creation, problems have arisen that were not anticipated. She stated that she was in favor of revisiting these issues. Dr. Eckman echoed this sentiment, noting that the CCRC has accomplished a lot and now may be a good time to re-assess its progress.

Dr. Snow called the question on THEO 126. 13 members voted to approve (including two proxy votes). Dr. Snow noted that two CCRC members who were absent did not submit proxies.

**(B) Other Business:**

Dr. Snow read an e-mail from Dr. Belen Castaneda regarding SPAN 184, which was previously remanded. In the memo, Dr. Castaneda stated that SPAN 184 is identical to SPAN 090 with the only difference being that 184 is intended for native speakers while SPAN 090 is for non-native speakers. Dr. Castaneda indicated that if SPAN 090 is approved, SPAN 184 should also be approved.

Dr. Hathaway questioned what knowledge area the course is in. Dr. Snow replied that she thought it was Literature and Performing Arts, but would have to double-check that information.

Dr. Snow announced that she asked Dr. Castaneda to submit a memo, which will be up for consideration at the next CCRC meeting on May 10<sup>th</sup>. Dr. Snow also announced that she received an e-mail from Dr. Quade suggesting that committee members brainstorm ideas for the by-laws subcommittee. Dr. Snow also suggested that this would be a good time to think about what changes should be made to the template.

Dr. Maranto proposed two possibilities for the remanding of SPAN 184:

1. The CCRC was not aware that SPAN 184 and SPAN 090 were the same course
2. SPAN 090 was submitted earlier when admission criteria were still being determined

Dr. Eckman noted that the subcommittee would like to see the templates and syllabi for both SPAN 090 and SPAN 184 in order to make a decision.

Dr. Maranto added that evaluation tools for both courses would be helpful as well as the dates each was submitted.

Dr. Snow asked for a subcommittee meeting before the next CCRC meeting on May 10<sup>th</sup>.

Dr. Grahn observed that it seems there should be two different templates given that one is an upper-division course and the other is a lower-division course. Dr. Eckman noted that it seems very difficult to do exactly the same thing in two courses when there are two different student populations.

Dr. Hathaway referred to an e-mail from Dr. Quade regarding the re-construction of the past in order to form by-laws and noted that this would be an extremely time-consuming task.

Dr. Maranto noted that it would be sufficient just to institutionalize what is done now in the committee and not re-construct all the past decisions of the CCRC. Dr. Hathaway noted that if by-laws are to be formed, it should be done correctly and cautiously and that she does not have the expertise to do so.

Dr. Snow noted that the CCRC does, in fact, have several established procedures including the two meeting rule, proxy voting, subcommittee recommendations, term staggering, etc. and that these policies could be codified in by-laws fairly easily.

Dr. Ksobiech added that there is no need to account for each specific past incident; the focus should be on procedure that can be applied to a wide variety of situations.

Dr. Snow announced that Dr. Janet Krejci of the College of Nursing will be Dr. Lough's successor on the CCRC and Dr. Jack Moyer of the Department of Mathematics, Statistics, and Computer Science will be Dr. Byleen's successor. She had not yet heard from the College of Business, the Department of English, or the Departments of Biological Sciences, Chemistry, and Physics regarding successors for Drs. Maranto, Machan, and Courtright.

With no further business, the meeting was adjourned at 9:40 A.M.

Respectfully Submitted  
Jennifer Talley-Rogers  
Assistant to Dr. Snow