

## Approved Minutes of CCRC Meeting 9-02-03

**Members Present:** Dr. Byleen; Dr. Machan; Dr. Grahn; Fr. Laurance, SJ; Dr. Vater; Dr. Ropella; Dr. Ksobiech; Dr. Laatsch; Dr. Maranto; Dr. Courtright; Dr. Eckman; Mr. Lowrey; Ms. Russell; Dr. Snow

**Members Excused:** Dr. Lough; Dr. Lueger; Dr. Deahl; Dr. Quade

Dr. Snow called the meeting to order at 8:10 AM in AMU 252.

**Opening Prayer:** Ms. Stephanie Russell

**Approval of the Minutes of 8.25.03:** Several CCRC members suggested changes to the minutes. Dr. Grahn moved to approve the minutes as amended. Fr. Laurance seconded. Seven voted in favor; none opposed; one abstention.

**Chair's Report:** Dr. Snow reported that MUSI 051, Music Appreciation, which had been approved for the Core but is listed in the Undergraduate Bulletin as a two credit course, will be changed to be three credits.

**Agenda Item:** Dr. Snow introduced Dr. Thomas Wenzel. Dr. Wenzel expressed thanks to the CCRC for its work on behalf of Provost Wake. He announced that he will discuss two topics: first, implementation issues involving transfer courses, the topic for today's meeting; secondly, the relationship between the CCRC and the University Assessment Committee (UAC), which will be the topic for another visit to the CCRC.

Dr. Wenzel announced that the Committee on Academic Procedures (CAPS) is a group that oversees academic procedures and will make recommendations on procedural issues, including those pertaining to transfer Core credits. CAPS reports to the Office of the Provost via the Board of Undergraduate Studies. The two recommendations on implementation issues pertaining to the Core that were on the agenda for the CCRC meeting of 8.25.03 will be passed back to CAPS. Dr. Snow asked if this procedure would be followed with respect to the other recommendations on implementation issues that were approved by the CCRC last January. Dr. Wenzel said that he could not speak for Provost Wake on that point.

Since one of the recommendations that will now go to CAPS concerns the transfer of credit from courses at schools on the quarter system to schools on the semester system, Dr. Courtright asked for clarification about transfer credit issues between schools on these systems. Dr. Wenzel responded that it is normal for 3 credit courses on the quarter system to transfer as 2 credits on the semester system.

Dr. Eckman asked for a clarification of the two recommendations that were listed as agenda items for Aug. 25. One dealt with transfer of core credits from quarter systems to our semester system; the other dealt with the question of how to deal with students who have English 001 waived, but are awarded no credits. How will they get the 3 credits they need to satisfy the Rhetoric requirement?

Dr. Machan asked why English 001 was being singled out. He found it very troubling that college representatives are waiving Core courses.

Dr. Eckman stated that the CCRC has worked very hard to determine the number of core credits, courses, and so on. She expressed concern about decisions made by college representatives on these issues without input from the CCRC.

Dr. Machan stated that the only way a student would be allowed to opt of English 001 would be if he or she scored a four or five on an AP test, or took a course at another institution that transferred in as the equivalent of English 001. He stated that the agenda item seeks to create a rule to validate something that shouldn't be happening.

Fr. Laurance asked for information about the Committee for Academic Procedures? Under whose aegis does it operate?

Dr. Wenzel stated that this Committee reports to the Board of Undergraduate Studies.

Dr. Maranto stated that CAPS makes decisions on implementation issues.

Dr. Snow expressed the concern that decisions about Core transfer issues will no longer come to the CCRC.

Dr. Machan expressed the concern that decisions about transfer courses will not come to the relevant departments.

Dr. Grahn offered the view that very few students are affected by these decisions.

Dr. Ksobiech asked whether credit by examination is an option available to students, as stated in the Undergraduate Bulletin?

Dr. Byleen interjected that in the Math department about two students per year take the final exam in a math course and are awarded credit by examination.

Dr. Laatsch also volunteered that they have a course equivalency exam in their department.

Dr. Wenzel contended that very few students in fact get credit by examination.

Dr. Courtright asked whether the statement about English 001 is just a formal policy or is it an actual practice?

Dr. Maranto said there is a list of course equivalencies. We get a number of transfer students every year, and the course equivalencies have to be updated every few years.

Dr. Snow stated that there is such a list, and there are many courses from other institutions that are equivalent to Core courses. There is no problem awarding Core credits in these cases. In other cases, college representatives are not sure whether a course from another institution would count as a Core course here. So far, they have consulted with her. She is not sure whether consultation on specific courses will continue.

Dr. Courtright asked if we are making policies that might make Marquette a less attractive option for bright students?

Dr. Wenzel responded that we have mechanisms that allow students to move ahead, e.g., AP courses.

Dr. Wenzel said he would convey to Provost Wake the concerns of the CCRC and Dr. Machan's concerns.

The second issue that Dr. Wenzel will take up with the CCRC at a future meeting is the relationship of the CCRC and the University Assessment Committee. The UAC has been viewed by Dr. Wenzel as a resource committee. The question is, how does the UAC relate to the CCRC, now that assessment is a requirement for Core courses? The UAC has provided feedback on assessment plans, but there has been no mechanism to enforce changes. Should that change?

Dr. Wenzel also raised the issue that concerns have been expressed about some of the learning objectives in core courses – practical problems in assessing the learning objectives have been reported by departments teaching Core courses.

Dr. Courtright noted that assessment extends beyond Core courses. Has a directive for assessing all courses in the University gone out to departments?

Dr. Wenzel referred to a 2001 memo from Dr. Buckholdt to all departments directing assessment of undergraduate majors. There is no mandate to assess all courses in a department, unless it has come from an accreditation agency.

Dr. Wenzel thanked the Committee and promised to return on Sept. 24 for further discussion of assessment issues.

Turning to the **next agenda item**, Dr. Snow asked if the Committee would be willing to change the course proposal template to include a line to indicate number of credit hours. Having this information would prevent confusion.

Dr. Eckman moved to change the template to include a line where the number of credit hours would be indicated. Dr. Vater seconded.

Dr. Laatsch suggested that when we put out the next call for submissions to the Core, we advise people to use the templates that are posted on the web. Dr. Snow indicated that she had covered this issue during the two CCRC workshops on Aug. 13 and Aug. 19.

Dr. Courtright asked whether the CCRC should we set up a procedure for revising the templates. Others suggested waiting and revisiting the issue later this semester.

The meeting was adjourned at 9:30 AM.