

CCRC Approved Minutes
February 25, 2009 3:30-5:00 p.m., Raynor 301

Present: Audi, Bond, Coan, Curran, Factor, Johnson, LaBelle (Chair), Mynlieff, Peterson, Robinson, Taylor, Zeps

Excused: Hudson-Mairet, Sobush

1. Meeting was called to order by LaBelle at 3:32 pm; reflection offered by Mynlieff
2. Minutes of February 11, 2009 meeting were unanimously approved (Zeps/Mynlieff)

3. **Old Business:**

3.1 Dr. Gary Levy (Assoc. Vice Provost for Inst. Research): Plan for conducting 2009 core assessment via D2L

- Dr. Levy discussed with committee members the process of administrating the 2009 core assessment via D2L.
- Dr. Levy offered to help in getting IRB approval and in setting up the D2L site. **April 1** was set as a tentative date for the start of the 2009 core assessment.
- Johnson suggested creating “faculty status” accounts for CCRC members to evaluate the D2L site. Dr. Levy offered to help in setting up such accounts.

3.2 Review and approve letters to send to students, chairs, and faculty regarding 2009 core assessment.

- Letter to students: Peterson/Taylor volunteered to revise a previous draft of the letter.
- Letter to chairs/faculty: Johnson volunteered to draft a letter to faculty. The letter will highlight the importance of the core and core assessment and ask faculty to encourage seniors to participate.
- Recruiting/training graduate student readers: LaBelle will contact Bloom to initiate this step.

4. **New Business:**

4.1 Review and discuss ENGL 2310 and 4310 proposals:

- Coan presented the subcommittee’s (Diverse Cultures/Literature and Performing Arts) initial evaluation of the two applications. Discussion of applications/subcommittee evaluation was tabled until the next meeting.

5. **Action Items:**

- 5.1 Revise letter to students (Peterson/Taylor)
- 5.2 Draft a letter to faculty (Johnson)

5.3 Contact Bloom regarding recruiting/training graduate student readers (LaBelle)

6. **Meeting adjourned** at 5:13 p.m. (Coan/Curran); next meeting March 18, 2009
(Raynor 301)