Core Curriculum Committee
Steering Committee
Working Lunch

April 24, 2009

The meeting convened at 12:00 pm.

Members attending included Gary Elbow, Randall Jeter, Sam Dragga, Steve Crooks, Erin Hardin, Anthony Qualin, John Zak, Laura Calkins, Robert Henry, and Hansel Burley.

Ex-officio attendees included Sue Jones, Danay Phelps, Tess Barlow, Bettye Griggs and Jennifer Hughes, and guests Sam Oswald, Sabrina Sattler, Michelle Bair, Valerie Paton and Lisa James.

1. Dr. Gary Elbow welcomed all attending.

2. Elbow then directed the attendees to the printed agenda and asked them to review and comment on minutes from the March 12 meeting. The minutes were approved as written.

3. Elbow directed the members to the printed handouts having to do with the Core Curriculum Committee charge and the Core Curriculum Committee Course Review Procedures. There were two charges, one was on the homepage of the Core Curriculum Committee and the other was under the Core Curriculum Course Review Procedures and they weren't the same. Elbow proposed to keep the charge on the homepage, add five bulleted points to that charge, and delete the charge currently under the Course Review Procedures.   After review and additional edits the committee voted and passed the proposed changes. The approved changes were made on the Core Curriculum Committee website on April 29.

4. The next item discussed was the Core Curriculum mission statement. Elbow suggested the members review the mission statement and the outcomes over the summer months with their core area committees and be prepared to discuss and revisit in the fall.

5. Elbow introduced Dr. Valerie Paton, who thanked all the members for their time and dedication to the Core Curriculum Committees and preparation of the Fifth Year Report on CS 3.5.1 due March 2010. Paton asked the members to share what they've learned from this process as a committee. Hansel Burley suggested a workshop or conference early in the fall semester to deal with assessment of multicultural issues. John Zak shared with the committee that Natural Sciences discovered that student s are not getting exposure to the broader science context and that there is not enough integration among the other core components and understanding of how they feed into each other. He noted that areas such as multiculturalism, math and writing impact the sciences. He suggested to the core curriculum should tell the same story from eight different perspectives rather than eight different stories.

6. John Zak also suggested there be an assessment officer assigned to each area. Paton asked if that person would be a faculty or staff member. John further suggested that person be a staff member

and housed in the respective college to oversee the assessment activities of the core area. Sam Dragga said, ideally that person should have a Master's degree and have graduated from a discipline in the core area. These ideas will be revisited during the fall semester of 2009.

7. Elbow reported he has collected minutes of the General Education Committee which began 1989, however, there are minutes missing from academic years 2000-2001, all of 1995 and scattered gaps in 1993 and 1994. He requested copies of these if anyone had them to complete the set. The minutes will be posted on the CCC website.

8. Elbow reported faculty had difficulties with the Document Manager, but after receiving technical assistance, the entire list of courses has been loaded and is functioning properly. A link to the Document Manager will be available on the CCC website for the convenience of uploading all course syllabi. This link was installed on April 29.

9. Elbow announced he would like the groups to gather early in the fall at a Summit to discuss progress on core curriculum assessment and changes based on that assessment. He would also like for the Core Area Committees to re-evaluate their SLOs and rework the Core Competencies as they feel is appropriate.

10. A message will be sent out prior to the start of the fall semester to request that all core curriculum courses be loaded on the document manager for review. The expected completion of this task is the end of the fall semester. Valerie suggested updating the master *Academic Assessment Table* that was submitted in response to CS 3.5.1, with 2008-09 assessment results and putting 2009-2010 results into the table as they become available. This information will be needed when submitting the SACS-COC Fifth Year Report.

11. Elbow introduced Jennifer Hughes who provided an update on TracDat training and upload of information across campus.

12. Sabrina Sattler, newly hired Planning and Assessment Analyst, was introduced by Valerie Paton. Sabrina provided outlines of Online Senior Assessment survey results for each of the groups and asked to have comments, questions and desired changes returned to her by May 8.

13. Elbow said the HTML catalog is up and available online. The catalog is real time and is updated as changes occur. Danay Phelps reported notification will be sent out to students, parents and advisors to be aware that course status may have changed. Sue Jones reported that the HTML catalog, because it is live, is the "official" catalog.

14. Elbow introduced Michelle Bair, who is a senior editor working with the Quality Enhancement Plan and its website.

15. Finally, Elbow thanked Jennifer Hughes for taking meeting minutes for the previous CCC Steering Committee Meetings.

16. The meeting adjourned at 1:27 PM.