

Core Curriculum Committee  
Steering Committee

October 16, 2009

The meeting convened at 1:30 pm.

Members attending included Gary Elbow, Sam Dragga, Steve Crooks, Erin Hardin, Anthony Qualin, John Zak, Robert Henry, Hansel Burley, John Howe, David Roach and Melanie Hart.

Ex-officio attendees included Sue Jones, Danay Phelps, Tess Barlow, Patrick Hughes and Jennifer Hughes, and guests Valerie Paton and Lisa James.

1. Dr. Gary Elbow welcomed all attending.
2. Elbow requested the core committees forward copies of their Power Point presentations from the September meeting to him so he can archive them and include information from them in his report at the end of the year.
3. Elbow then turned the meeting over to Valerie Paton who returned with a report from the Texas Higher Education Coordinating Board meeting held in Austin.
4. Valerie Paton reported that she's been asked to serve on a committee on "value added assessment in undergraduate education". The committee will develop policy and advise the undergraduate education advisory committee for the state, who will make recommendations back to the legislature about a single assessment instrument. Valerie speculated the advisory committee may revise the Core.
5. Valerie said that each participant at the THECB meeting was asked to give a five minute brief on Core Assessment at their institution. Valerie's report was specifically on some of the more difficult things TTU's dealt with, transfer student assessment, and challenged the Board to think very carefully about embedded input and potential discriminatory effect on students taking their Core somewhere else. Valerie also related the comments and praise Board members and others gave TTU for the website and how much they learned from the staff and that Tech has become a leader in the state of Texas on Core assessment.
6. Valerie said assessment resources in the amount of \$1,500 or more would again be available through the Office of Planning and Assessment. Interested parties can access the request form on the OPA website and submit completed request to Lisa James at [lisa.james@ttu.edu](mailto:lisa.james@ttu.edu). Travel grants of \$1,000 are also available for presentations in Core areas at nationally recognized assessment conferences.
7. Elbow asked for approval of the minutes of the April 18<sup>th</sup> meeting. The members agreed to approve the minutes without change.

8. The 2<sup>nd</sup> Annual Assessment Symposium is scheduled for December 9<sup>th</sup> from noon to 5 with lunch being served. Elbow asked Jennifer Hughes of the Office of Planning and Assessment to elaborate on the agenda. Jennifer reported that details were still being ironed out and more information and an invitation would follow. (Subsequent to the Steering Committee meeting the Annual Assessment Symposium was postponed indefinitely because of a schedule conflict on December 9)
9. The Core Curriculum Committee's mission statement has been tabled. Elbow will revisit with the CCC at a later date.
10. Elbow suggested to the members to make request for funding through the Office of Planning and Assessment if assistance is needed to hire an assessment officer in their area.
11. Elbow suggested the members keep the SACS-COC Fifth Year Report in mind when complying assessment results and focus future assessment on improving the Core, document those improvements and be able to support them.
12. Elbow asked the core groups to submit assessment plans for 2009-10 to him focusing on embedded assessment. Elbow would like to meet with each of the area groups and develop uniform embedded assessment.
13. Elbow said website updates have been submitted to IT and will be available soon. Many new items will be added, Elbow is still searching for missing notes and minutes from past General Education Committee meetings.
14. The Document Manager, after some work, is now up and working properly.
15. New core course requests need to be thoroughly evaluated by the core area to insure they meet the core curriculum student learning outcomes and other criteria for the requested.
16. Sue Jones asked for caution when making changes to course descriptions to core courses.
17. Future CCC meeting will be scheduled the third Friday of the month at 1:30 pm with no meeting in December.
18. The meeting adjourned at 2:50 PM.