

**Core Curriculum Committee Steering Committee**

**Meeting #2**

**October 17, 2008**

**Minutes**

The meeting convened at approximately 10:05 a.m. All Core Area Committee Chairs were in attendance, (Burley, Calkins, Crooks, Dragga, Henry, Qualin, Schovanec, Williams & Zak) as were Tess Barlow, Bettye Griggs, Randall Jeter, Sue Jones, and DaNay Phelps. Jennifer Hughes was absent.

The minutes of the October 3, 2008 meeting were approved as corrected.

Elbow requested that all core area committee chairs please submit assessment plans for 2008-2009 by November 21, 2008. Henry requested a format for the plans (to be distributed at the November 7 meeting)

Core Curriculum Committee operating procedures will be posted to the CCC website in the near future along with the current CCC membership list (The membership list with length of terms for members is posted to the CCC website [<http://www.depts.ttu.edu/provost/councilscmtes/ccc/>], operating procedures will be posted soon)

Core Area Committee chairs were reminded to get their requests in to the Office of Planning and Assessment as soon as possible. (Proposals have been received from all CACs—Many thanks for your cooperation.)

The First Annual Assessment Symposium, sponsored by the TTU Office of Planning and Assessment, scheduled for December 11, 2008, was announced. Several Steering Committee members voiced objections to the post-final examination period date. Elbow agreed to discuss a possible change of date to January 2009 with symposium planners,

The possibility of obtaining data on how many students who enroll in core courses may already have fulfilled the requirement was discussed. Elbow and Tess Barlow agreed to discuss this possibility with Jeanine Reynolds who is in charge of this area in the Office of Institutional Research and Information Management. (Ms. Reynolds agreed to develop queries to obtain the requested data and has delivered it.)

There were no Core Area Committee reports.

The meeting adjourned at 10:59 a.m.