

# Core Curriculum Oversight Committee

**Date:** Thursday, October 20, 2016

**Time:** 10:30 a.m.-12:00 p.m.

**Meeting Location:** Alumni Conference Room, LSC, 14<sup>th</sup> Floor

**Attendance:** Ruben Anguiano, Sheryl Coffey, Andrea Falcone, Jeff Franklin, Carol Golemboski (chair), Nimol Hen, Craig Lanning, Christine Martel, Hans Morgenthaler, Mary Lee Stansifer, Gwen Persons, Candice Shelby, Traci Sitzmann, Tammy Stone, Gregory Walker, Mary Baitinger (recorder)

## Agenda and Minutes

1. Approval of minutes from September, 2016 meeting

**Vote:** These were approved by the 11 voting members.

2. Chris Harris Student Petition

Carol Golemboski provided details regarding the petition, which included: Chris took his last class in 2011, and the course he is petitioning is from 2009; his advisor had told him it would count; Fred Chambers, former CCOC member, has reviewed the petition and the class meets the spirit of the core; and student was acting on good faith when he took the course.

**Vote:** The petition was approved by the 11 voting members.

3. Review of revised syllabi for Core course proposals PHYS 2311 and PHYS 2331

These two courses were discussed in September, 2016, and the CCOC requested revisions of the syllabi before approving. Carol provided background and relevant information that includes: These two courses will be an exception to the core limit – Physics will now have six classes; this is a pooled class shared by Metro and CU Denver and the last one the two institutions will share; and both courses are calculus-based. The CCOC recommended that the Learning Outcomes be better crafted and suggested the Center for Faculty Development assist the instructors with updating them.

**Vote:** These two courses were approved by the 11 voting members.

4. Review of revised syllabus for Core course proposal PUAD 1001

This course was discussed in September 2016, and the CCOC requested revisions of the syllabus before approving. The faculty member did so, and the syllabus is much more thorough.

**Vote:** This course was approved by the 11 voting members.

5. Review of revised syllabi for Core course proposal RLST 3120

This course, along with RLST 3400, were discussed in September 2016, and the CCOC requested revisions of both syllabi before approving. The submitting department requested a deferment of RLST 3400 for another CCOC meeting, and only RLST 3120 was looked at today. Updates to RLST 3120 included: Adding a contemporary issues section, clarifying the need to examine history in depth as part of the course perspective and purpose; and updating the textbook used.

**Vote:** This course was approved by the 11 voting members.

6. Discussion of Social Sciences Core syllabi review

Mary Baitinger discussed the electronic information that CCOC members will use when reviewing the Social Sciences Core syllabi. Carol will provide feedback from the CCOC reviewers to chairs regarding instructors' syllabi rather than giving it directly to them. If CCOC members give a V/R or S on a syllabus, Carol goes in and provides a more thorough review before passing the information to the chairs. She provided the following tips that reviewers should keep in mind when assessing syllabi:

- If Learning Outcomes are not provided, give a V/R rating instead of an S; while the syllabus is weak, it is something correctable or the LOs may be located in a different spot on the syllabus
- If no wording is indicated that the class is a Core course, provide a note that this is the case, rather than S
- If a syllabus is too slim or not enough detail, indicate this in your feedback
- Writing standards are both new and required for the Social Sciences syllabi. While there is no agreement by the CCOC on what they entail, syllabi should go beyond essay questions or exams. A reviewer's best judgment should be used
- Learning Objective criteria and Writing Policies and Procedures will be forwarded to the CCOC for their use

Completed syllabi reviews should be forwarded to Mary Baitinger by Friday, November 18.