



Core Curriculum Oversight Committee

Date: Friday, November 9, 2018

Time: 10:30 a.m. – 12:00 p.m.

Meeting Location: Chancellor's Conference Room, LSC, 14th Floor

Attendance: Sondra Bland, Michelle Carpenter, Andrea Falcone, Bassem Hassan, Antwan Jefferson (chair), Craig Lanning, Christine Martell, Sandra Quinn, Kim Regier, Brian Schaeffer, Mary Lee Stansifer, Kat Vlahos, Gregory Walker, Mary Baitinger (recorder) Not Present: Ruben Anguiano, Andrea Falcone, Jeff Franklin, Nimol Hen, Alana Jones, Traci Sitzmann

Agenda and Minutes

1. Announcements

- Minutes

Vote: 9 voting members approved.

- Fall 2018 Syllabi Review – Mary provided specific details to the attachment and directions included for the CCOC meeting today. Each person reviewing will have 1-2 syllabi, and these are due by Monday, December 3. Suggestions made by previous reviewers at the meeting include looking carefully at the writing component (with the exception of the math syllabi) and provide meaningful feedback that can be used to improve syllabi. Jeff and Antwan will set up future core area syllabi reviews, and the semesters will alternate from the previously reviewed dates.

2. Old Business

- Clarification of Petitioning to Include More than Permitted Number of Courses – this topic is a carryover from the October 2018 meeting. CHEM 1575, if approved, would be the fifth course in the Natural/Physical Sciences with lab core area (CHEM 1494 was approved in the October 2018 meeting). Antwan emphasized that even though a department may grant approval for an additional core course does not equal CCOC approval that it will be added to the core list. It was suggested that departments may be considering additional core courses due to the new budget model towards generating revenue.

Action: CHEM 1575 will be resubmitted at a future meeting, once feedback provided at the October 2018 meeting is incorporated. A petition to exceed the five course limit, if needed, will also be submitted.

3. New Business

- ETST 3794 to ETST 3111 – This vote and approval by the CCOC took place last spring in order to accommodate the First Year Experiences program request to create a transfer year core course that would be restricted only to incoming transfer students at CU

Denver. The initial plan was to deactivate ETST 3794 from the core list and keep ETST 3111 on a maintained separate list of core classes that is used exclusively for the FYE program. FYE is currently running ETST 3111 as a transfer class this fall at CU Denver. However, the Beijing program wants to use this course, and will be doing so, for their overseas program. No restriction was placed on ETST 3111 by the Registrar's Office, as the paperwork was not filed. Brian indicated that moving forward, there would need to be a title change, catalog updated and restrictions enacted to make it exclusive for FYE purposes. The question arose whether Ethnic Studies was aware of the deactivation and new use of this course by FYE, even though this change was initially approved by them.

Action: Antwan, with assistance from Jeff, will reach out to Ethnic Studies, CLAS and the Registrar's Office to clarify the chain of events and next steps towards the status of deactivating ETST 3794 and the status of ETST 3111. This will be shared with the CCOC in December. The updated core list will then be sent to all advisors and the CCOC website updated as well.

- RLST 4250 Core Proposal – From the submitted paperwork, comments included:

- This course number is quite high in upper division credit for a core class.
- The syllabus does not explain how writing is taught. A rubric or writing center recommendation should be included.
- Has a strong definition of critical thinking.
- Learning objectives are described.
- While the university has a vague definition of attendance in courses, this class outlines clearly its policy.
- The links in the document should be double-checked to make sure they work on various from various devices/platforms.
- Although the Canvas link has more details about the course, the university and the CCOC still reviews a syllabus based on its “paper” content, and this should be in the document the group reviews.
- This course requires statistical analysis, which is quite demanding. Not everyone may have this skill set.
- Why is this course at a 4000 level instead of a 3000 level? Would this content, and the instructor, feel comfortable with freshmen taking this course? Should this course be revised towards a lower upper division instead?

Action: Antwan will convey these comments to the instructor and department of Religious Studies and request a revised syllabus be resubmitted for review.

- Scheduling Spring 2019 CCOC Meetings – Mary will review the group's Outlook calendars for the best times. It was indicated the second Friday of each month is the optimum date for most attendees.