THE UNIVERSITY OF
ALABAMA

AGENDA
Core Curriculum Oversight Committee
11:30 am – 1:00 pm Friday, March 27, 2015
254 Rose

Agenda

1. Approval of Minutes from 2/27/15
2. SACS Update
3. Temporary Designations
4. Status of Course Reviews
5. Issue Bin
6. New Business

Issue Bin (first date = date added; second date = date removed)

- CSM 116 (05Sept14)
- Honors College representation on CCOC (27Feb15)
- Subcommittee review process (depth) and discipline criteria (27Feb15)
- COI statement/policy (27Mar15)

Next Scheduled Meeting:

- April 24, 2015

Handout for CCOC Meeting of 27Mar2015
Excerpt of minutes from CCOC meeting held 9Nov2012

CCOC – Meeting

9 November 2012

11:30 am -1 pm
254 Rose Administration

Draft of Minutes

Members Attending: Marsha Adams, Beth Bennett, Kathleen Bolland, David Cordes, Ryan Earley, Maurizio Godorecci, Jennifer Greer, Mary Ellen Hanna, Brenda Hunter, Michael Murphy, Mark Nelson, Luke Niiler, Amy Thompson, Jerry Weaver, Liza Wilson, Z.J. Wu

1. The CCOC welcomed its new member, Dr. Jennifer Greer, Associate Professor and Chair of Journalism.

2. The CCOC unanimously approved two documents:
    a. *Petitioning the Office of Academic Affairs For a Temporary UA Core Curriculum Designation* – approving the official procedure (copy attached)
        i. There was a brief discussion about how best to publicize the policy and where to post it in the UA website.
        ii. Mark Nelson said that Brenda Hunter would work with the website technicians for posting it.

    b. *Core Curriculum Oversight Committee Recommendation*—approving the CCOC recommendation to hold the divisions responsible for developing standards and policies for W-designated courses in the Core Curriculum (copy attached)
        i. The CCOC had a full discussion, reviewing the W course issues previously summarized by the CCOC and reported to the Office of Academic Affairs, Spring 2011.
            a) Issue #1: maintaining the enrollment cap of 35
            b) Issue #2: teaching writing proficiency
                - Problems related to disciplinary differences in writing standards
                - Problems related to maintaining quality instruction
        ii. The suggestion was made to clarify that the CCOC recommendation was not requiring divisions to generate a single set of guidelines for all programs in their area; different programs in the same college could have different policies governing their W-designated courses.
        iii. The suggestion was made to meet with the university Deans to provide some guidance on acceptable models for handling enrollment demands creatively for their students.
        iv. Beth Bennett said that the CCOC has already reported this information to Dr. Bonner and that department heads alone cannot solve these issues without the support of their deans; this recommendation should help alert the deans to the problems and enlist their support.

Petitioning the Office of Academic Affairs
For a Temporary UA Core Curriculum Designation

Approved by the CCOC, 9 November 2012

Having completed three years of reviews and beginning a fourth, the CCOC has now established a regular process for continual review of all courses holding core designations in the UA Core Curriculum. Every program offering core designated courses will have its core courses reviewed by the CCOC, minimally, every five years to retain their core designations. At the time of their reviews by the CCOC, programs are encouraged to submit applications for new core designations for any of their existing courses. Such applications for new designations will be reviewed by the CCOC, along with those core courses due for renewal.

The CCOC does not review new courses (i.e., a course not already approved through *CourseLeaf* and existing in the Banner inventory), nor does it handle petitions for temporary core designations. Temporary core designations are considered on an *ad hoc* basis for individual courses, at the request of department heads or deans, in order to resolve student or departmental scheduling problems that may only be resolved by the immediate granting of the designation. If approved, these petitions are only granted temporary status. Any course granted a temporary core designation that is not submitted for review by the CCOC in the next regular review cycle will have the core designation automatically removed. **All petitions for temporary core designation are handled by the Office of Academic Affairs.**

To petition the Office of Academic Affairs to consider a course for a temporary core designation, the appropriate administrative head must follow this procedure:

1. Construct a formal petition – explaining the need for an immediate decision on the course and why it cannot wait until the regular program review cycle
2. Prepare the course syllabus and supporting materials – identifying how the course meets the requirements for the core designation, in reference to the core designation template
3. Submit both to the Office of Academic Affairs

Upon receipt of the petition, the Office of Academic Affairs will follow this procedure:

1. Review the petition to determine if the necessary information has been supplied
2. Compare the course materials with the core requirements to determine the appropriateness of the petition
3. Submit the petition for review by the Vice Provost, who in consultation with the appropriate representative from the CCOC subcommittee will make the decision