THE UNIVERSITY OF
ALABAMA

DRAFT Minutes
Core Curriculum Oversight Committee
10:15 to 11:45, October 2, 2015
NERC 1012

Agenda

1. Welcome and Introductions (everyone)
   - Round robin introductions
   - Using NERC 1012 as the conference room in 254 Rose Admin has been reconfigured and our group is too large to use that room.
   - If people know if conference rooms that are better for group discussion then please let David Cordes know and we can move future meetings.

2. Discuss Process for 2015-16 Review
   a. The review process
      - This committee reviews courses in the core curriculum to ensure they continue to meet the spirit of the core. This includes:
        - Courses with an existing core designation, they are reviewed every five years
        - New courses that a department is proposing to be included in the core
      - There are, as of today, 137 courses that are being reviewed by the committee this year
      - The basic review process operates as follows:
        - The department uses CourseLeaf to enter the information necessary to review the course and "approves" it for review
        - Two reviewers in the appropriate CCOC subcommittee are assigned to review the course. The reviewers log into the CourseLeaf system to complete their review.
        - The sub-committee chair read the two reviews and decides one of the following
          - Send the course to the entire CCOC committee for voting
          - Send the course back to the department to address issues identified during the review process
          - Sit on the course until the next CCOC meeting so that it can be discussed with the committee as a whole
        - The committee votes on courses. Once a majority vote is obtained, the course is approved. This year, our committee has 26 voting members, so once a course received 14 positive votes then it would be approved.

   b. Subcommittees
      - There are five subcommittees within the CCOC. They are:
        - Writing, chaired by Luke Niiler
        - Computing, chaired by Tom Wilson

    - Math/Natural Science – chaired by Ryan Earley
    - History and Social & Behavioral Sciences – chaired by Liza Wilson
    - Humanities, Literature, Fine Arts & Foreign Language – chaired by Joe Phelps
  - Each committee has one or more faculty members from this committee, as well as one SGA (student) member
  - Given that the number of reviews in a given category fluctuates from year to year, additional help is provided for sub-committees with a large number of reviews. This year, everyone is helping with the W and HU/L/FA/FL sub-committees.

c. Discuss/revise the timeline shown below
  - There was a typo in the handout that was distributed. The December meeting is targeted for Friday, December 4.
  - We will have time during the November, December and January meetings to have discussions on individual courses that are under review if any of the subcommittee chairs feel that a particular course review would benefits from a group discussion.
  - The fall semester will focus on completing the course reviews. We have time for discussions of other items related to the core curriculum in our spring meetings.

3. Demonstration of the new review system (Jacob Jones)
- Jacob Jones provided a demonstration of the system that we are using to review courses. Two specific comments on this:
  - When an individual reviewer completes his/her review, there is no "submit" or "complete" button that you click to indicate you are done. Instead, you should simply check that each item in the review has a green check mark associated with it. Jacob is looking into adding a "submit" or "complete" button for the review process, but it does not yet exist.
  - If you are a sub-committee chair, then you have the authority to release a course for voting once two committee members have reviewed it. If you have any questions about the course and/or would like to discuss the specifics of this course with the CCOC committee before the voting process starts, do **not** immediately approve the course. Once you approve the course, it is open for voting.

- Jacob sent the following information on accessing the system

How to Review & Vote on Courses:

1) Click this LINK and log into myBama
2) Click this LINK to view the pending assignments.
3) Click on the Links under pending assignments for each course which will direct you to where you can review or vote

Approval queues:

These core forms can also be viewed and commented on from within the approval queues from here:LINK . From this link members can select their role from the drop down box and go in and take action as needed. This is also where the Sub-Committee Chairs will be directed (via email) once core forms clear their subcommittees.

2015-16 CCOC Committee Timeline

October:

- October 2: First meeting of the CCOC
- Training (by Registrar's Office) for departments on the new review submission process
- Training (for CCOC) on the course review process
- New review system open for departmental submissions

November

- November 1: Due date for departmental submissions
- November 6: Second meeting of the CCOC
- CCOC members work to complete course reviews (when notified by the new system)

December:

- December 4: Third meeting of the CCOC
- Goal: committee voting completed on all courses that did not have issues by December 15

Spring 2016

- Complete review of courses still under review
- Discussion of various topics related to core courses
- Evaluation/enhancement discussions regarding the revised review process