THE UNIVERSITY OF
ALABAMA

MINUTES
Core Curriculum Oversight Committee
8:30 to 9:30am, March 23, 2016
NERC 1012

Agenda

People attending the meeting: Jennifer Greer, Joe Phelps, Melondie Carter, Liza Wilson, Jef Naidoo, Marysia Galbraith, Carmen Mayer, Beth Todd, Jaclyn Combs, Luke Niiler, Brenda Hunder, Ginger Bishop, Dixie MacNeil, Zarie Blackburn, Amelia Rizzardi, Jacob Jones, Ryan Earley, Ray White, Heather White, Tom Wilson, David Cordes

1. Review of the DRAFT minutes from the last meeting – corrections? approval?
    a. No corrections noted, minutes were approved

2. Course Review Status
    a. 160 courses have been fully processed
    b. 5 courses still need a "full committee vote" for approval. They are AMS 470, CJ 305, REL 120, REL 336, SPE 304. **Please vote on these courses if you have not done so.**

3. Looking towards the future (today's activities). Address, in small groups, two operational details with respect to the actual review process that we will use next year.
    a. Enhancing the software (review system) interface
        i. Each sub-committee examined the current wording that appears in the electronic review system that is used by the CCOC.
        ii. Potential changes that improve the readability of this review system were identified.
        iii. These changes are in the attached PDF (and appear at the end of these minutes)
        iv. Need an "email vote" on these changes before entering them into the system for next year
        v. Update – majority email vote to approve these wording changes was received on April 15
    b. Establishing a workable timeframe that does not stress/overwork the committee
        i. Proposed Timeline for all core course renewals and new proposals (additions)
            1. Department must submit materials electronically by October 1
                a. No published exceptions to this deadline
                b. CCOC Chair will copy Dean/designate on emails with the department as of November 1 if renewals have not been submitted
            2. Will allow new proposals to be submitted to the committee until January 15 if proper justification is provided