CCOC – Meeting

28 February 2014

11:30 am -1 pm
254 Rose Administration

Draft of Minutes

In attendance --
CCOC Members: Marsha Adams, Beth Bennett, Kathy Bolland, Kim Campbell, David Cordes, Ryan Earley, Martin Evans, Maurizio Godorecci, Mary Ellen Hanna, Dave Heggem, Brenda Hunter, Luke Niiler, Cathy Pagani, Joe Phelps, Cynthia Sunal, Amy Thompson, Ray White, Tom Wilson, Tricia Witte

Student Representative: Mackenzie Brown

1. The meeting opened by welcoming Dr. Martin Evans, Professor of Mathematics, as a new member of the committee. He is replacing Dr. Z.J. Wu, who retired at the end of last semester, on the CCOC.

2. The meeting turned to an extended discussion of remaining courses in review 2013 cycle.
    a. Beth Bennett said that there were two remaining courses under review for the W designation; both raised questions regarding enrollment.
        i. **CE 340: Geotechnical Engineering** – this course was added by the program head late into the review cycle, and consequently, the CCOC review program did not process it for the committee to review.
            1. It has been reviewed by the subcommittee now, and the course itself seems to be in compliance for the designation.
            2. The program head offered additional information about how enrollment is handled for the course:
                "CE 340 has a lab associated with the lecture. The lecture is section 1 [with 50 students]. The writing is done in conjunction with laboratory reports [in sec. 2, 21 and in sec. 3, 29]. . . .while we discuss format and general technical writing in the larger lecture, we provide specific instruction, review, assessment, and have students revise writing in the labs."
            3. Accordingly, we recommend approval for this course
        ii. **GBA 490: Strategic Management –** the enrollment for this course has consistently been too high; Mark Nelson and Beth Bennett met with the program head to discuss what options there were to bring the course into compliance.
            1. This course is a required course for all graduating seniors in CBA and is taught by "master teachers" in that College; the College wants all its majors to experience this course.
            2. The instructors of record do have graduate students assisting them, but the ratio is still higher than 1 to 35 (need to cap at 70, not 80).

3. The program head reported that he thought they would rather lose the designation than change the design of the course; Beth assured him that the CCOC was not trying to change the course, just lower the ratio of students to instructor.
4. The program head offered the following plan for the course this fall: "The course will have no more than 70 students per section, and each section will have an instructor and a qualified GTA. Thus, there will be two professionals available for each section or at least one professional per 35 students. We have already placed a cap on fall enrollment of 68 students per section of GBA 490. And, we are currently developing a request for additional GTA lines for this specific course."
5. Accordingly, we are granting a temporary designation for this course, to be reviewed again in the fall 2014, to determine how well the plan is bringing the course into compliance.

iii. **A general issue for the CCOC to resolve in its discussion of the review process itself is how specific do we want to be about instructor credentials for W courses.**
1. The guidelines say instructors must have master degrees, which would limit GTA assistance to doctoral students only.
2. Do we want to include "18 hours of graduate work in the discipline" to allow for second-year MA GTAs?
3. Can the program be upgraded/redesigned so that instructor credentials are automatically populated for courses under review?

b. C courses – David Cordes and Dave Heggem
i. GES 255: Engineering Statistics I
ii. CE 401: Civil Engineering Project-Site Development
iii. CE 403: Civil Engineering Project-Building Design

c. HY sequences
i. The English Department has dispensed with literature "sequences" – only requiring 6 hours of L designated courses; this change has confused students and advisors alike.
ii. It was suggested that the UA Registrar remove the word "sequence" from all institutional references to the literature requirement in the Core Curriculum.
iii. It was also suggested that "sequence" be deleted from the history requirements because some divisions (specifically, CBA) do not require any sequence, only 6 hours of history courses.
iv. Motion passed recommending that OAA meet with the Council of Deans to discuss the ways in which different divisions are interpreting the Core Curriculum requirements for their programs

3. Discussion of the general education learning outcomes for SACS – Marsha Adams and Cathy Pagani
a. Recommendations for general education assessments

b. Area I (Freshman Composition – see attachment
Area II (Humanities, Fine Arts, Literature)
Area III (Mathematics and Natural Science)
Area IV (History and Social and Behavioral Sciences – see attachment)

4. Issues for CCOC discussion of review process
    a. Technical/procedural changes?
    b. Potential changes in templates or guidelines for core designations?

Meeting dismissed at approximately 1 p.m.

Final meeting will be held on Friday, 18 April.