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.

3. Beth distributed a status report on the courses that had been passed from the subcommittees for the official vote by the CCOC.
    a. The subcommittee chairs reported on the courses they had reviewed:

        i. Maurizio Godorecci reported that, with the exception of NEW 212 (FA), his subcommittee (HU/FL/FA/L) had completed its review of courses.

        ii. David Cordes reported that his subcommittee (C) had run into some difficulty with the resubmission process.
            a) The way the review program is set up currently, when someone resubmits a course, the original submission is not saved for editing. The process starts anew.
            b) One submitter had chosen only to respond to the criteria that had not been approved in the original submission, rather than refilling in the complete submission, which had caused some confusion for the reviewers.
            c) Beth offered to talk with Jason Phillips about modifying the program for the next review cycle.

        iii. Beth reported that her subcommittee (W) had completed its review of all of the W courses that had been submitted.
            a) The subcommittee is still waiting on submissions from New College and anticipates that they will start coming in soon.
            b) Four courses (three in Kinesiology) have met all criteria for the W, except the enrollment cap; the vote on those courses will be delayed until we can talk with the deans.

        iv. Kathleen Bolland reported that her subcommittee (SB/HI) has had a slow start, waiting for submissions from New College.
            a) Two courses have been recommended by the subcommittee (HD 101 and SW 200).
            b) A third course, UH 105, was resubmitted and has been passed on for a vote; however, the subcommittee recommends that CCOC members review it carefully before voting on it.

        v. ZJ Wu reported that his subcommittee (N/MATH) has passed one course, NEW 243, on for the CCOC vote. The remaining courses still need a second reviewer to be ready to pass on for voting.

4. Beth asked for input about the remaining courses in review 2012 cycle.
    a. She asked if we need to meet on Friday, 7 December, to complete the review and the official vote.
        i. The consensus was that the subcommittee work and CCOC voting could be completed without a meeting.

ii. It was suggested that the meeting date not be cancelled, however, until it was clear that the review would be finished.

b. The CCOC needs to meet a couple of times in the spring, to discuss issues raised by the review process:
    i. Core Curriculum issues (such as cross-listed special topics courses)
    ii. SACS accreditation issues
    iii. Possible learning outcomes for core designations
    iv. General institutional outcomes that relate to the Core Curriculum

c. The consensus was that Fridays, from 11:30-1, are the best time slot for most members.
    i. Beth said she would pick some dates in the spring for approval of the CCOC.
    ii. She asked that anyone who knows of conflicts on specific Fridays in the spring send those dates to her so that they can be avoided.

d. Beth reminded everyone to vote!

Meeting adjourned.

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

Core Curriculum Oversight Committee **Recommendation**
For Issues Related to W-Designated Courses in the UA Core Curriculum

Approved by the CCOC, 9 November 2012

Rationale:

In reviewing W-designated courses for renewal of that designation in the UA Core Curriculum, the Core Curriculum Oversight Committee has sought to apply both the spirit and letter of the following:

*All UA students are required to take 6 semester hours in 300- and 400-level courses, preferably in their majors, approved for the writing (**W**) designation. The (**W**) designation indicates that one of the conditions for a passing grade is that students write coherent, logical, and carefully edited prose in a minimum of two papers, at least one of which will be graded and returned before midsemester. All (**W**) designated courses are taught and graded by instructors who have at least the master's degree and preferably are limited to an enrollment of no more than 35 students. The (**W**) requirement must be satisfied with courses taken at UA.*

As we near the completion of the fourth round of the first five-year cycle of UA Core Curriculum course reviews, we find that we have been discussing W-designated course issues for over two years. A summary of those discussions was reported to the Office of Academic Affairs, in Spring 2011. In this year's review, significant enrollment problems have halted CCOC decisions on four courses. Though the CCOC review process has brought accountability to the Core Curriculum, we believe enrollment problems, as well as issues related to how writing proficiency should be taught throughout the institution, cannot be resolved by the CCOC review process. Accordingly, we aim to offer a recommendation for handling enrollment management and other issues related to W-designated courses. Our official recommendation intends to respect the spirit and letter of the CCOC Guidelines, while advising how those guidelines may be operationalized in the management of W-designated courses. The CCOC review process will continue to hold all UA programs accountable for meeting the published CCOC Guidelines.

Recommendation:

Each College should be held responsible for developing standards and policies for managing the W-designated courses offered by its programs for majors in that division. Specifically, without changing the guidelines for W-designated courses, each College should be given the opportunity to operationalize those guidelines variously as best meets the needs of students majoring in programs in that College. To do so, the College may submit to the CCOC for approval its policies for 1) *Maintaining the Enrollment Cap* and 2) *Teaching Writing Proficiency* within its programs. In the absence of any different policy, the CCOC will continue to review the W-courses in that College by the letter of the CCOC published guidelines.
