

Core Curriculum Oversight Committee

October 11, 2019

11:30am – 1:30pm

NERC 1012

Attendees: Cory Armstrong (chair), Jeremy Bailin, Ginger Bishop, W. Ross Bryan, Allison Curington, Sterling Dozier, Kari Frederickson, Mary Ellen Hanna, Katie Lupica-Ewsuk, Lorraine Madway, Donna Meester, Joyce Meyer, Mercy Mumba, Regina Range, Sam Rickert, Kenneth Ricks, Lawrence Roberts, Jonathan Shemwell, Stephen Tedeschi, Keith Williams, Susan Williams, Derek Williamson.

Members Not in Attendance: Allison Bailey, Robert Hayes, Josh Little, Morgan Milstead, Ariane Prohaska, Kelli Sandras, Rachel Stephens, Daniel Strickland, Nicole Swoszowski, Chris Whaley

1. Welcome from Cory Armstrong

- a. Cory welcomed the committee and thanked them for all the work they have already started.
- b. The deadline for all catalog updates is February 1, 2020.
- c. Since starting course renewals, the university is now in the second cycle. Freshman Composition and Natural Sciences will be reviewed this year. Freshman Composition is the longest template because it is a required course for all students.

2. Approval of Minutes

- a. The September 13, 2019 minutes were approved with a motion by Kari Frederickson and a second by Lorraine Madway.
- b. There is note to bring the April 12, 2019 minutes to the next meeting for approval.

3. Introduction of Members and Liaisons

- a. Each member of the committee was introduced, along with recognizing each subcommittee chair.

4. Discussion of W Template Language and Overview of Review Process – Katie Lupica-Ewsuk

- a. At this time, there is an error regarding the verbatim statement, which is included in the catalog of each writing course, but it is not included in the template. Reviewers should not reject this error if they come across it in a renewal course. However, new courses must have the requirement.
 - i. It was mentioned that in the past, reviewers have contacted the professor of the course, who confirmed it will be noted in there in the future. It is also the responsibility of the department chair to make sure course syllabi include all requirements.

- ii. Non-compliant courses may warrant an email from the CCOC chair to discuss course requirements.

5. Questions/Issues on CCOC Review Items

a. Brief Overview of Review Process

- i. Subcommittees will receive an email reminder of all pending assignments. Reviewers should answer all questions and review the syllabus if any issues are found within the list of questions. If approved, the submission is voted on by all committee members, then advances to the CCOC chair, once it receives 13 yeses. If approved by the chair, it goes to the Registrar's office.
- ii. All committee members are able to add comments, as necessary. Members should keep in mind, comments are viewable by all, including department chairs. However, comments are encouraged and can be beneficial to the process.

Next Meeting is on November 8, 2019 at 11:30am in NERC 1012

Please bring any questions you may have regarding assignment reviews.