

MINUTES!!

AGENDA CCOC September 10, 2021 New Member Orientation and Optional Refresher for Existing Members

Location: ZOOM:

<https://uasystem.zoom.us/j/83801535100?pwd=TmN5a3F4MnE1N1R5RlpzMmJxbUpkQT09>

Password: 577120

1. Welcome and Thank You!—
 - Williamson welcomed new and returning members as well as new student members and new associate (“observer and resource”) members.
2. Introductions—All introduced each other
3. Overview of Committee Charge and Purpose:
 - Williamson explained main purpose is to review courses on a timely rotation so that they meet the CCOC templates which are an expression of the Universities General Education (here at UA Core) values.
4. Role of reviewers, subcommittee chairs, chair, student and associate members:
 - Williamson explained the roles of shepherding a course proposal/renewal through the process.
 - Joyce Meyers explained how chairs can work efficiently through quick phone calls with submitting department head.
 - Jef Naidoo explained how we have a culture of cooperation and support for the submitting department while committing to maintain the standards represented by the templates.
 - Katie Lupica-Ewsuk and Daniel Strickland reminder members that all comments are permanent and we need to only put intentional, carefully worded and professional comments when we make a criticism or return to Chair for corrections.

5. Templates are the Standards { <https://provost.ua.edu/core-designation-templates/> }
 - We visited templates on the website and described how they are used in the evaluation process through answering questions on an e-form and linking to specific sections of an attached syllabus.
6. How to access assignments:
 - Katie Lupica-Ewsuk reviewed and demonstrated the access process and discussed accessing from the twice weekly automated emails AND from the core curricula tabs in my bama under faculty section.
7. General Timeframe for Committee and Reviews: Williamson discussed time frame for reviews.
 - Williamson discussed that we really want to stay in the 2-3 weeks time-frame to get to through the subcommittee and ~1 month to get through a vote.
Departments have until last week in October to submit their currently scheduled YEAR 3 reviews and new courses until feb 1.
8. Questions or Concerns??
 - Williamson mentioned that the “by laws” were dated and we may want to examine.
 - Dr. Krishnan reminded all members that many memnbers are interested in minimizing COVID exposure and that we should consider staying with virtual meetings until COVID becomes less of a concern.
9. NEXT Meeting October 1, Rose G55, 11:30am physical, in-person meeting un less requested otherwise
 - The group as a whole preferred online meetings after our discussion in (8) above and we will stay virtual for the time being until COVID improves substantially and members desire to meet live.