

# Core Curriculum Oversight Committee

**Date:** Wednesday, March 30, 2016

**Time:** 9:30 a.m.-11:00 a.m.

**Meeting Location:** Chancellor's Conference Room, LSC, 14<sup>th</sup> Floor

**Attendance:** Ruben Anguiano, Ashby Butnor, Sheryl Coffey, Jeff Franklin, Carol Golemboski (chair), Nimol Hen, Kent Homchick, George Kacenga, Craig Lanning, Christine Martell, Gwen Persons, Mary Lee Stansifer, Tammy Stone, Mary Baitinger (recorder)

## Agenda and Minutes

### 1. Announcements/Updates

Carol Golemboski provided the following new items and updates to the previous CCOC meeting notes.

- **Revised language for the Cultural Diversity Course Approval Form**

Based on the discussion at the February meeting concerning the Cultural Diversity Course Approval Form, Jeff Franklin and Carol revised the document to include the following question: "Summarize the various forms of diversity your course addresses, including but not limited to race/ethnicity and gender." The CCOC has already voted to approve the revisions in the document on February 24, 2016 pending this addition. The CCOC website is also updated, so forms and other materials can be accessed easier.

- **CHEM honors courses**

At the end of the February meeting, the group discussed making a standing exception to the Core which authorizes the honors courses in Chemistry (CHEM 2081/2088 and CHEM 2091/2098) to be programmed in degree audit to be accepted in the Natural and Physical Sciences Knowledge Area with the co-requisite lab. The rationale was that students who take the honors courses in Chemistry are completing the same courses as the Core Chemistry courses, only at a more demanding level. There was a precedent for this as the CCOC gives Core credit for the honors courses in Biology. The members who were present at the February meeting voted to approve this exception, but there was not a quorum.

**Vote:** The initial vote tally for those present was 4, and those who voted for final approval electronically was 7 for a total of 11 votes.

- **Credit hour change to MATH 1110 *College Algebra***

CLAS had requested that MATH 1110-College Algebra be changed from a 3 credit hour course to a 4 credit hour course. This is more appropriate, considering the volume of material taught. This increase would also align the number of credit hours for this course to match the other institutions in the Denver/Metro region (Metropolitan State University of Denver, Community College of Denver, and Arapahoe Community College). Carol made this decision on behalf of the committee. The committee assented to this change.

- **“No Credit” amendment for BIOL 1550 and 1560**

Students may not receive credit for BIOL 1550 or BIOL 1560 if they have already received credit for BIOL 2051 and BIOL 2061. The Biology department proposes to restrict credit for these two courses to students who have already completed General Biology sequence (BIOL 2051/2061). Justification: students who must complete general biology are taking these courses to complete their general electives for their degree. Since they have completed General Biology (a 2000 level course), they have already covered the content for this course, so they are essentially repeating content at a lower level. This does not align with the practice of scaffolding in the department, shifts the knowledge base which then makes learning difficult for those who do not come in with pre-existing knowledge and experience, and makes teaching and grading difficult. Carol made this decision on behalf of the committee. The committee assented to this change.

- **Title change for CHEM 1474 *Consumer Chemistry* to *Chemistry for Everyday***

The justification is the following: 1) This is a CU Succeed course. In high schools, “consumer chemistry” has negative connotations as a course for less serious students. Since many CU students are graduates of Colorado high schools, they sometimes assume that this course is like the "consumer chem" courses offered in high schools and steer away from it. 2) The course is not necessarily geared to "consumers." It includes topics that affect everyone on a daily basis. Those CCOC members present were appreciative that the chemistry faculty let the CCOC know of title changes, since this was an issue in the recent past. Carol made this decision on behalf of the committee. The committee assented to this change.

- **Military Transfer Credits and the Core**

Carol shared that she and Jeff met with Patrick Browne, the Director of the Office of Veteran Services about the Guidelines for Military Transfer Credits that became effective in August of 2012. The guide provides a comprehensive transfer package for veterans including possibilities for credits and proficiencies in multiple areas of the Core based on military training. The committee discussed Patrick’s interest in including credit for Cultural Diversity in the Military Transfer package for veterans. Currently, veterans are getting up to 30 credits already. Carol will send the military guidelines directly to interested CCOC member who would like to read them.

- **Update: First-30 Policy**

Carol read aloud the CCOC-adopted First-30 Policy as it appears in the recently revised CCOC Policies & Procedures, with the reasoning, justification and actions behind the decision CLAS solicited data from the Office of Analytics for Enrollment and Retention in an effort to predict the true demand for core composition 1 and 2. This collaboration revealed an annual new student demand shortfall of 1,200 seats in the 2014-2015 academic year (i.e., ~2400 seats offered for a predicted need of ~3600 seats for the entering class). CLAS prepared and submitted a request to fund three new senior instructor positions (\$193,500.00 to the CLAS continuing budget) to add 27 new sections (567 seats) of Core Composition 1 and 2. This may get partially funded, but with some seemingly odd parameters (i.e., CU South Denver will pay one of the lines, presumably for sections offered at South). Currently, it not clear if any new money will be obtained and, if so, how that will work. Using the current limited budgets, 10 new sections of core composition were added this academic year (15/16), and 12 additional new sections will be added next academic year. At that point (end of 16/17), CLAS will be offering nearly 130 sections of core composition a year for a total of nearly 3,000 seats (up from

108 sections in AY 13/14). However, it was difficult for the Department of English to staff these additional sections this year. This is because the majority of these sections are taught by part time lecturers and graduate students - two groups in short supply. Permanent support for this initiative, reflected in additional instructor lines added to the continuing budget, is required to sustain this effort.

Carol's stated her belief that it is problematic to institute this requirement for 16/17, certainly for all new incoming students as the policy is written. She is concerned that CCOC made this policy before ensuring that CLAS could support the demand. In addition to the difficulty CLAS has had securing funding and permanent support for the initiative, CU Denver is about to begin a \$34 million renovation of the North Classroom building that will take many classrooms off-line over the next two years. This will further complicate implementation. A CCOC member commented that when a policy is implemented, a bottleneck occurs to accommodate past and current students going through the system. The group agreed that students should be encouraged to complete the work here, rather than at another institution. A suggestion was made to send junior and seniors a note to sign up for these courses as soon as possible. Jeff Franklin will pursue this on behalf of the CCOC.

- **Update: Arts and Humanities Syllabi Review – Spring/Summer 2015**

All faculty who resubmitted syllabi have been contacted, and most questions and concerns by their faculty and chairs have been resolved. Jeff has been talking directly with the Philosophy chair about these syllabi.

- **Update: Sciences Syllabi Review – Spring 2016**

Carol thanked the CCOC for their time and effort in completing their reviews. Sciences faculty and chairs have been contacted with the results. For this round, the CCOC is not requesting resubmission but simply asking that faculty consider the feedback, work with chairs, and revise their syllabi according to the suggestions of the committee. The group agreed that the culture of syllabus reform, implemented in November 2014, is trickling down to departments, chairs, faculty, and part-time instructors. The next round for syllabi review in the fall of 2016 will be social sciences.

**Action Item:** Jeff Franklin will contact the appropriate resources and individuals on campus to recommend sending a note to juniors and seniors to register as soon as possible for Core Composition courses.

2. Approval of minutes from March, 2016 meeting

**Vote:** These were approved by the 6 voting members.

3. Review of First Year Seminar (FYS) proposals

Ashby Butnor provided a Google Docs link so the CCOC could review the five First Year Seminar courses being added to the current program. Ashby worked with instructors to ensure the correct parameters and format are met for core courses. The group provided several comments and suggestions for FYS and other FYE classes. Highlights include:

- 25-30% of FYS courses are dedicated to transition-to-college components (i.e. social activities, career building, etc.) and are sprinkled throughout the syllabus itself.
- For the first time, some FYS courses apply to the International perspectives Core.

- If video of the students is being recorded and used outside the class (ex. ESL), IRB protocol should be followed and release statements put in place.
- FYS courses are offered only the fall of students' first year as freshmen.
- UNIV 1111, the College Success courses, are being offered for the first time as an alternative to the existing FYS courses and will work with students with retention issues.
- 64% of students entering the campus are transfer students, and there is a need to work at serving them as well.
- This is the 11<sup>th</sup> year of FYS courses. The goal is to have all freshmen taking courses like these.
- With the variety of FYE programs this upcoming academic year, there is a 50% increase in course options, thereby increasing the number of students who will register.
- Core-Area learning outcomes and rubrics should be integrated by instructors into the syllabi

**Vote/Action Item:** Pending the changes recommended, the syllabi were approved by 7 voting members (architecture was not present). Carol will contact the CAP faculty to obtain their votes electronically.

#### 4. Discussion: International Perspectives Requirement

George Kacenga and Nimol Hen recently attended an advisory meeting, and the question arose regarding the fulfillment of the international perspectives requirement. The group discussed perceived understandings, Maymester, and campus versus off-campus learning. The CCOC agreed to the following criteria:

- The time abroad is the bottom line of a successful learning experience
- 45 contact hours
- Three weeks in length (time in a particular place—whether stateside or in-country—will be at the discretion of the instructor)
- Non-English speaking countries are encouraged, although not required
- The International Perspectives Guidelines, located on the CCOC webpage, should be referred to, and the university course catalog will be updated to reflect the same language:  
<http://www.ucdenver.edu/student-services/resources/ue/CCOC/Documents/International%20Perspectives%20Proficiency%20Guidelines%20Spring%202010.pdf>
- Any exceptions or specific requests should be petitioned and reviewed by the CCOC

**Action Item:** Jeff Franklin will send out the CCOC guidelines to those parties as needed

**Action Item:** Gwen Persons will update CCOC guidelines in the registrar's office