

# Core Curriculum Oversight Committee

**Date:** Friday, September 13, 2019

**Time:** 10:30 a.m. – 12:00 p.m.

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

**Attendance:** Ruben Anguiano, Jody Beck, Sondra Bland, Michelle Carpenter (via phone), Jeff Franklin, Bassem Hassan, Antwan Jefferson (chair), Christine Martell, Sandra Quinn, Kim Regier, Kari Shafenberg, Mary Lee Stansifer, Gregory Walker, Mary Baitinger (recorder). Not Present: Nimol Hen, Alana Jones, Craig Lanning, Kori Saylor

## Agenda and Minutes

### 1. Opening and Minutes

- Introductions of new members were acknowledged (Jody Beck, CAP; Kari Shafenberg, Registrar's Office; and Kodi Saylor, Library). Oversight of the CCOC's purpose, general schedule and Core Policies and Procedures document was discussed by Antwan Jefferson, chair of the CCOC, and Jeff Franklin, AVC for Undergraduate Experiences.
- Minutes of the last spring meeting are not attached, as it was a working meeting and no votes are needed.

### 2. Announcements/Updates/No Action

- Student Petition: William Padilla – this student requested to waive Freshman English and the Cultural Diversity core class. He has a previous bachelors and master degree. Antwan Jefferson, as chair, reviewed and approved the petition. The committee agreed that even though most requests to waive the core with a previous degree should be approved, they would still like to review each one on a case-by-case basis.
- Arts and Humanities Core Course Review – Mary provided the information and courses to be reviewed by the CCOC to Antwan, and he anticipates sending requests for syllabi to department chairs during September. For this round of reviews, Mary will pair an in-class and online class from the same prefix/department, so that reviewers can do a comparison of the materials.
- CHEM 2038/2068: This topic was initially discussed and voted on during the October 2018 meeting, and the syllabi were part of the Physical Sciences review in spring 2019. Revisions to the sequencing are currently in progress and will take up to five months. Eventually, depending on the final sequencing outcomes, some courses may be removed from the core list. If and when this happens, Antwan will bring this information to the CCOC to review and vote.

### 3. New Business/Action Items

- Course Proposal – FINE 1002: International Perspectives Through Animation: The CAM faculty reviewed and approved this course in the spring as part of their curriculum.

Michelle will bring all CCOC comments back to the instructor in her department. CAM would also like to offer this course in the classroom, as currently it will only be online. Comments by the group include:

- Excellent course.
- Why was animation versus other areas of film expression chosen? This should be stated in the syllabus.
- Need to clarify the statement regarding creating a story.
- In the first two essays, students are asked to write about two US characters. Since this is an International Perspectives core course, this should be changed.
- Students should be writing multiple drafts of assignments as part of the instructor teaching the writing process.
- The breakdown of grades is not very clear.

**Vote:** 10 voting members approve FINE 1002 as an International Perspectives core course, pending Antwan reviewing updates of the new syllabus.

- Course Cross-Listing – HIST 4032/5032: Mary Lee Stansifer reported that many transfer students need upper level credit as well as core classes. Could certain courses, such as those in the Arts core, be potentially set up in this manner? The CCOC discussed how core classes are traditionally lower division and International Perspectives and Cultural Diversity are usually upper division. Jeff clarified that lower division and general education courses prepare students to perform better in upper division courses when they are taken. Jeff and Antwan will look at the policy to see how Mary Lee’s request can be considered, if possible.
- Student Petition (Michael Martinez) and Study Abroad Courses and Transfer Credit: Sandra Quinn filled in the CCOC regarding CU Denver study abroad courses versus those brought to CU Denver through third party providers (i.e., Semester at Sea through CSU). Third party courses are given a grade of Pass. CAM recently signed off on CLAS student Michael Martinez’s study abroad course as a Core Arts History fulfillment and informed Sandra it was a resident credit when it was not. Traditionally, study abroad classes are automatically approved. However, the Registrar’s Office is asking for official CCOC approval (students need to petition) between now and Spring of 2020 when the Study Abroad credits and processes will be re-evaluated for consistency for all transferred courses and wording on all forms used for this process. Also included in the evaluation will be how courses are graded from third party providers. Jeff and Antwan will look at the current CCOC policies and work with Kari in the Registrar’s Office to change the CCOC policy, if needed.

**Vote:** 10 voting members approve Michael Martinez’s Study Abroad petition and any other students’ similar study abroad circumstances until the new policy is implemented by the Registrar’s Office, barring any unusual circumstances (ex. missing materials).

- Policy discussion on Reverse Transfer AA/AS and Core Requirements and Metro Pooled Courses – Kari, Jeff and Antwan will discuss these two items listed on the agenda for this meeting and bring them back to the CCOC for further discussion and a vote.

#### 4. Discussion

- Kenny Wolf briefly talked with the CCOC about the upcoming CU Denver accreditation, scheduled for April 2021. Currently, Kenny is collecting data towards that date. He discussed the role of assessment, processes he has in place and assessment of learning in the core itself. In addition to his handout, Kenny provided the following details around this topic:
  - The accreditation reviewing team will want to meet with the CCOC and learn more about their roles, responsibilities and assessment of learning at the core level.
  - Program level assessment for all courses at the university has been strong. Every program has learning outcomes that are mapped to the university learning outcomes.
  - Accreditation can impact the financial sustainability of the university. Terry Potter in the Provost's office will be looking at inaccuracies and aligning information from various departments and programs.
  - A civics knowledge assessment for incoming freshmen has been mandated by the Board of Regents and will be added to the curriculum over the next several years.
  - Kenny currently recruits undergraduate students for a survey to assess their learning of core-area outcomes. The samples he has collected thus far are show that learning objectives are being met. This information is passed back to an instructor with any feedback collected.
  - While the CCOC does quality control over the syllabi themselves in its 2-3 year reviews of each core area, departments at the university are often falling short with regards to general education courses. Usually, there isn't any one specific person overseeing the core curriculum classes in a department where they are being taught.
  - More instructors are needed by Kenny to assist with the review process, and he encouraged the CCOC to reach out to fellow colleagues.