**Minutes of the April 15, 2015 Regular Meeting of the
Shepherd University Core Curriculum Committee**

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| Chair – Chris Lovelace | present | EDUC – Dawne Burke | present |
|  |  | HPERS – Greg Place | present |
| BIOL – Burt Lidgerding | X | NURS – Laura Clayton | present |
| CHEM – Robert Warburton | X | Library – Ann Henriksson | present |
| CSME – Ralph Wojtowicz | X |  |  |
| IES – Ed Snyder | X | Ex Officio: |  |
|  |  | Tracy Seffers (Registrar) | X |
| CAT – David Modler | X | Laura Renninger (Assessment TF) | present |
| EML – Tim Nixon | X | Anne Bremer (Student Success) | X |
| HIST – Anders Henriksson | present | Christana Johnson (Multicultural St. Affairs) | X |
| MCOM – Matthew Kushin | X | Rachel Crum (Service Learning) | present |
| MUSC – Erik Jones | present | Emily Gross (Academic Support) | X |
|  |  | Sylvia Bailey Shurbutt (C&I) | X |
| ACCT – Cindy Vance | present | Shannon Holliday (FYEX) | X |
| BADM – Cydne Perry | present | Sarah Lee (student) | X |
| ECON – John Schultz | X | Cassie Nipe (student) | present |
| PSCI – Stephanie Slocum-Schaffer | present |  |  |
| PSYC – Larry Daily | present | Special Guests: |  |
| SOWK – Karen Green | present | Mark Cantrell (Honors) |  |
| SOCI – Momodou Darboe | X | Amy DeWitt (SOCI)Kathleen Corpus (FACS/BADM) |  |

The April 15, 2015 meeting of the Shepherd University Core Curriculum Committee was held in the Storer Ballroom of the Student Center. Dr. Lovelace called the meeting to order at 4:10 p.m.

1. **Approval of the minutes from the meeting of 2/28/2015**Dr. Clayton moved to approve the minutes as written and Dr. Henriksson seconded. The motion passed unanimously – minutes approved.
2. **Announcements**
Dr. Lovelace announced the new website for the Core Curriculum Committee - http://www.shepherd.edu/core-curriculum.
3. **C&I Report –** No report by Dr. Shurbutt from C&I.
4. **Course Substitution Committee**

Dr. Jones discussed a course substitution with the committee to gather feedback on a unique substitution request. A student requested to substitute PSCI 210 & 211 for SOC 405. Dr. DeWitt and Dr. Slocum-Schaffer added insight for the specific situation due to their knowledge of the request. Dr. Jones thanked everyone for their input, and he stated that he will follow up with the student’s advisor before the course substitution committee makes their decision.

1. **Second readings**
**HNRS:** Course name changes for HNRS 102, HNRS 205 (formerly HNRS 105)

Dr. Cantrell presented the proposal for name changes involving two honors courses for a second reading: HNRS 102 – Honors First Year History and HNRS 205 –Honors First Year English. He stated that he completed and submitted assessment plans for the courses as requested by the committee during the first reading. Dr. Renninger confirmed receipt of the assessment plans. Dr. Slocum-Schaffer moved to accept the proposed name changes and Dr. Daily seconded. The motion passed unanimously for the course name changes.

**SOCI**: Add SOCI 420 as a Tier II Writing in the Major course

Dr. DeWitt presented the proposal to add SOCI 420 as a Tier II Writing in the Major class for a second reading. Dr. Daily moved to accept the proposed name changes and Dr. Clayton seconded. The motion passed unanimously to add SOCI 420 as a Tier II Writing in the Major course.

1. **First readings**

**BADM:**  Course description change for BADM 407 (Writing in the Major and Capstone course)
Dr. Corpus presented the proposal to accept the course description change for BADM 407, which was approved by the C&I committee on April 13, 2015. She stated that the change was just a matter of wordsmithing to align the course description with the course content. Dr. Corpus requested to waive the first reading due to the nature of the change. Dr. Clayton moved to waive the first reading and Dr. Henriksson seconded. The motion for waiving the first reading passed unanimously. Next, Dr. Clayton moved to accept the course description change as presented and Dr. Place seconded. The motion passed unanimously to change the course description for BADM 407.

1. **Discussion of Committee policy regarding competency assessment requirements**

Dr. Lovelace discussed the differences in the Core Curriculum Committee course review guidelines (an assessment plan must accompany all submissions in which either a course is being added to the Core or an existing Core course is being changed) and Core assessment. Dr. Renninger stated that for the Core assessment each department must assess two competencies with two measures each. The committee also discussed the possibilities of the assessments being incorporated into course syllabi without a full assessment plan submitted to the CCC. The committee agreed to table the discussion until the fall semester. It was recommended that Dr. Renninger present an assessment overview to the CCC in the fall, and the committee would evaluate if changes are needed to the CCC policy on competency assessment requirements.

1. **Other business –** None presented

Dr. Daily moved to adjourn and Dr. Dr. Henriksson seconded. Motion passed unanimously. Meeting adjourned at 5:07 p.m.

Respectfully submitted by: Cindy Vance, CPA