|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chair – Larry Daily | present | ACCT – Cindy Vance | present | Tracy Seffers | present |
|  |  | BADM – Cydne Perry | present | Laura Renninger | present |
| BIOL – Burt Lidgerding | present | ECON – John Schultz | present | Christana Johnson | X |
| CHEM – Robert Warburton | present | PSCI – Stephanie Slocum-Schaffer | present | Holly Frye | X |
| CSME – Ralph Wojtowicz | X | PSYC – Chris Lovelace | present | Emily Gross | X |
| IES – Ed Snyder | X | SOWK – Karen Green | present | Sylvia Bailey Shurbutt | present |
|  |  | SOCI – Momodou Darboe | present | Shannon Holliday? | X |
| CAT – David Modler | present |  |  | Deidria Ellis (student) | present |
| EML – Tim Nixon | present | EDUC – Dawne Burke | present | Logan Sigley (student) | X |
| HIST – Anders Henriksson | present | HPERS – Rhonda Hovatter | present |  |  |
| MCOM – Matthew Kushin | present | NURS – Laura Clayton | present |  |  |
| MUSC – Erik Jones | present | Library – Ann Henriksson | X |  |  |

**Minutes of the November 20, 2013 Regular Meeting of the  
Shepherd University General Studies Committee**

The November 20, 2013 meeting of the Shepherd University General Studies Committee was held in the Cumberland Room of the Student Center. Dr. Daily called the meeting to order at 4:10 p.m.

**I. Approval of the minutes from the meeting of 10/16/2013**One misspelling was noted. M/S/P minutes unanimously approved with that one correction.

**II. C&I Report (Dr. Shurbutt)**Dr. Shurbutt gave a brief report.

**III. Unfinished business**  
  
**MCOM**COMM 202

It was noted that the MCOM department has endorsed this course as proposed. Dr. Webb presented copies of the assessment plan that was added to the course submission. She also noted that the change in the course description will be submitted to the Curriculum & Instruction committee. Dr. Daily noted that the General Studies Committee should coordinate with the Curriculum & Instruction committee to ensure that the course description that we approve is consistent with what is submitted to that committee. Dr. Clayton moved to add COMM 202 to Tier II of the Core Curriculum. The motion carried with a hand vote of 16 for, none against, and no abstentions.

**IV. Assessment (Dr. Renninger)**Dr. Renninger noted that she is still awaiting assessment data from some departments. There was some discussion of whether we should continue to assess two competencies for each class, using two assessment instruments for each competency. The alternative would be to assess all competencies that are met by a given class. There was consensus that the current practice is sufficient.  
 **Course Substitution Subcommittee**An addition to the agenda was a request by Dr. Jones as chair of the Course Substitution Subcommittee. He noted that this subcommittee receives many course substitution requests, mainly from transfer students. He made the following two requests:  
1. We should remind our departments that the justification on the form is required. His committee will return forms that do not include a sufficient justification.  
2. A syllabus should be submitted with the form so that the subcommittee can evaluate the appropriateness of the class as a substitution. This syllabus (or other supporting documentation) should be written in English.  
  
There was also some discussion of the number of credits that transfer with a course. Ms. Seffers noted that this is common when students transfer from schools that operate on the quarter system, and that a 4-credit quarter course transfers as 2.67 credit hours, which we treat as equivalent to 3 full credits. There was agreement that courses that come out to fewer than 2.67 credits (2.25, for example) will not count as a 3-credit course.

**V. Framework discussion: insert language making explicit the assumption that Core classes (with the exception of FYEX, Writing in the Major, and Capstone classes) be open to all students**Dr. Jones moved to require all Tier II courses in the Core Curriculum be open to all majors. It was suggested that we could instead just use the language that appears in the agenda item (above). There was further discussion of courses currently in Tier II that have prerequisites that are generally only taken by students of a given major, and whether this would effectively limit such Tier II courses to students in that major. The motion was withdrawn and will be re-introduced after appropriate wording has been crafted.  
  
 **Committee Name**  
A non-agenda item was raised when Dr. Warburton moved to change the name of this committee to the “Core Curriculum Committee” to match the name of the program we oversee and avoid confusion with the old General Studies Program. It was noted that this had been discussed and postponed in a previous meeting (see October and November, 2011 minutes). There was much discussion, and Dr. Schultz moved to postpone further discussion until the next meeting. M/S/P (unanimous) to postpone.  
  
  
The Chair moved that we delay the Course change form and address the NURS second reading at this time. M/S/P to delay agenda item VI.

**VII. Second Readings**  
**NURS**Add NURS 310 as a Tier II Wellness option  
  
Dr. Clayton summarized the changes made based on concerns raised by this committee during the first reading. She noted that the Nursing Department will waive the co-requisite for non-nursing majors. Dr. Schultz moved to add NURS 310 to the Core Curriculum as a Tier II Wellness option. M/S/P with a hand vote of 13 for, 1 against, and 2 abstentions.

At this point, the committee took up agenda item VI (Course change form) and then moved on to the MCOM proposal below.  
  
**VI. Core Curriculum Course change form (Daily, Burke)**Drs. Daily and Burke invited discussion of their revisions to the Core Curriculum form. Dr. Daily noted that he will add core codes to the appropriate locations on the form.

**VII. Second Readings (continued)**

**MCOM**Add COMM 335 as a Tier II Writing in the Major course  
  
Dr. Kushin presented changes made to this course based on feedback received during the first reading. He noted the addition of an assessment plan. Dr. Clayton moved to add MCOM 335 to the Core Curriculum as a Tier II Writing in the Major course. M/S/P with a hand vote of 15 for, zero against, and no abstentions.

**VIII. Other business**None.

Meeting adjourned at 5:46 p.m.

Respectfully submitted by Christopher T. Lovelace, Ph.D.