**Minutes of the November 19, 2014 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 | present | NURS – Laura Clayton | present |
| CHEM – Robert Warburton | present | Library – Ann Henriksson | present |
| CSME – Ralph Wojtowicz | X |  |  |
| IES – Ed Snyder | X | Ex Officio: |  |
|  |  | Tracy Seffers (Registrar) | present |
| CAT – David Modler | X | Laura Renninger (Assessment TF) | X |
| EML – Tim Nixon | present | Anne Bremer (Student Success) | X |
| HIST – Anders Henriksson | present | Christana Johnson (Multicultural St. Affairs) | X |
| MCOM – Matthew Kushin | present | Rachel Crum (Service Learning) | present |
| MUSC – Erik Jones | present | Emily Gross (Academic Support) | present |
|  |  | Sylvia Bailey Shurbutt (C&I) | X |
| ACCT – Cindy Vance | present | Shannon Holliday (FYEX) | X |
| BADM – Cydne Perry | present | Deidria Ellis (student) | present |
| ECON – John Schultz | present | Cassie Nipe (student) | present |
| PSCI – Stephanie Slocum-Schaffer | present |  |  |
| PSYC – Larry Daily | present |  |  |
| SOWK – Karen Green | present |  |  |
| SOCI – Momodou Darboe | present |  |  |

The November 19, 2014 meeting of the Shepherd University Core Curriculum Committee was held in the Jefferson Room (104) of the White Hall. Dr. Lovelace called the meeting to order at 4:10 p.m.

Note: since there was no new business, there was no September, 2014 or October, 2014 meeting of the Core Curriculum Committee.

1. **Approval of the minutes from the meeting of 04/16/2014**M/S/P minutes unanimously approved.
2. **Announcements**  
   Updates to Core Curriculum Committee website, including instructions for course review submissions.
3. **C&I Report (Dr. Shurbutt)**No report.
4. **Course Substitution Subcommittee, Dr. Erik Jones**  
     
   Transfer courses and Expressions codes:  
   When a student receives Advanced Placement credit for (or transfers in) a Core Curriculum course that also fulfills an Expressions requirement, should that course automatically fulfill both the Core Curriculum and Expressions requirements that are satisfied by the Shepherd course? Dr. Jones moved to automatically transfer the Expression codes for AP and non-articulated courses. M/S/P. Dr. Burke abstained.  
     
   Substitution of courses offered at Shepherd:  
   The subcommittee on substitutions usually concerns itself with courses that have been transferred from another institution, or in some cases courses that cannot reasonably be taken (such as First-Year Experiences) when a student has changed majors or taken a non-traditional route to a degree. However, occasionally we receive requests for a straightforward substitution of a non-Core Shepherd course to take the place of a Core Shepherd course. We would like guidance from the whole committee on how we should handle those substitution requests.

After much discussion, there was agreement that the subcommittee must consider these requests on an individual basis and should approve the substitutions only for compelling reasons, and not simply for the convenience of the petitioning student. Department representatives were asked to communicate with their chairs about their gatekeeping function as they review these substitution requests.

1. **Other business**None.

Meeting adjourned at 4:48 p.m.

Respectfully submitted by Karen Green