**Minutes of the September 21, 2016 Regular Meeting of the**  
**Shepherd University Core Curriculum Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| Chair – Kevin Williams | Present | EDUC – Dawne Burke | X |
|  |  | HPERS – Greg Place | Present |
| BIOL – David Wing | Present | NURS – Mary Coyle | Present |
| CHEM – Jacquelyn Cole | Present | Library – Yanhong Wang | Present |
| CSME – Ralph Wojtowicz | Present |  |  |
| IES – Sytil Murphy | X | Ex Officio: |  |
|  |  | Tracy Seffers (Registrar) | X |
| CAT – David Modler | Present | Laura Renninger (Assessment TF) | X |
| EML – Tim Nixon | Present | Julia Flocco (Student Success) | Present |
| HIST – | X | Tom Segar (Multicultural St. Affairs) | X |
| MCOM – Kevin Williams | Present | Rachel Moreno (Service Learning) | X |
| MUSC – Kurtis Adams | Present | Emily Gross (Academic Support) | Present |
|  |  | Sylvia Bailey Shurbutt (C&I) | X |
| ACCT – Cindy Vance | Present | Shannon Holliday (FYEX) | X |
| BADM – Meg Galligan | Present | Caitlin O’Connor (student) | Present |
| ECON – John Schultz | X | Katlyn Simmons (student) | Present |
| PSCI – Stephanie Slocum-Schaffer | Present |  |  |
| PSYC – Larry Daily | Present |  |  |
| SOWK – Karen Green | Present |  |  |
| SOCI – Momodou Darboe | Present |  |  |

The September 21, 2016 meeting of the Shepherd University Core Curriculum Committee was held in the Cumberland Room of the Student Center. Dr. Williams, Chair, called the meeting to order at 4:10 p.m.

1. The minutes of the April 20, 2016 meeting were approved as distributed.
2. Announcements

Dr. Williams announced that the committee would need a new secretary; it was agreed that minute-taking duties would rotate among committee members.

1. C&I Report

There was no report from C&I; Dr. Shurbutt had a conflicting meeting.

1. Assessment Subcommittee

Dr. Slocum-Schaffer reminded members that we are now in a new assessment cycle; she urged members to ensure that their departments are currently assessing for the Core.

1. Course Substitution Subcommittee

Professor Green reviewed the process used by the subcommittee for decision-making on course substitution requests.

1. Second Readings
   1. **PSCI:** Add PSCI 350 as a Tier II Humanities option (CK). A motion to approve the proposal was made, seconded, and passed (vote: 15 for, 0 against).

Meeting adjourned at 4:35 p.m. Respectfully submitted by: Stephanie A. Slocum-Schaffer