**Minutes of the 15 November 2017 Regular Meeting of the**  
**Shepherd University Core Curriculum Committee**

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| Chair – Kevin Williams | Present | EDUC – Dawne Burke | Present |
|  |  | HPERS – Greg Place | Present |
| BIOL – David Wing | X | NURS – Barbara Mott | Present |
| CHEM – Jacquelyn Cole | Present | Library – Yanhong Wang | X |
| CSME – Ralph Wojtowicz | Present |  |  |
| IEPS – Sytil Murphy | X | Ex Officio: |  |
|  |  | Tracy Seffers (Registrar) | X |
| CAT – David Modler | X | Laura Renninger (Assessment TF) | Present |
| EML – Tim Nixon | Present | Julia Flocco (Student Success) | X |
| HIST – (vacant) | X | Tom Segar (Multicultural St. Affairs) | X |
| MCOM – Monica Larson | Present | Rachel Moreno (Service Learning) | X |
| MUSC – Kurtis Adams | Present | Emily Gross (Academic Support) | Present |
|  |  | Heidi Hanrahan (C&I) | X |
| ACCT – Cindy Vance | Present | Shannon Holliday (FYEX) | X |
| BADM – Janine Scott | Present | Morgan Breeden (student) | X |
| ECON – Yuying (Joey) Xie | X |  |  |
| PSCI – Stephanie Slocum-Schaffer | X |  |  |
| PSYC – Larry Daily | Present |  |  |
| SOWK – Karen Green | X |  |  |
| SOCI – Momodou Darboe | Present |  |  |
| FACS – Kathleen Corpus | Present |  |  |

The 15 November 2017 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 18 October 2017 meeting were approved as distributed. (Motion to   
   approve by Dr. Larry Daily, second by Dr. Greg Place.)
2. The addition of the new major in Theater necessitates several changes within the Core   
   Curriculum. Professor Rhonda Smith presented a first read for the addition of FYEX THEA 100 and THEA 490 Theater Capstone. A course change was submitted for THEA 341 History of Theater to fulfill a WM requirement. During discussion the committee offered the following comments:
   1. As a second tier course, THEA 341 must have *Lifelong Learning* as a competency. The listed *Global Understanding & Respect* is not mandated for a WM.
   2. THEA 341 lists 25 students as a maximum enrollment. This number should   
      be reduced to enable effective writing instruction.
   3. The *Satisfaction/Justification of Competencies* text for THEA 341 mentions quantitative literacy, a claim that would be difficult to substantiate. (This may have been a carryover from a Capstone model.) Either substantiate competencies or remove.
   4. All three classes are missing assessment plans. Each competency must have two measures.
   5. Add departmental meeting minutes showing course creation/change approval.
   6. Be sure syllabi are clean and don’t contain unwanted template remnants.
3. Dr. Ralph Wojtowicz presented materials to begin updating the Engineering Capstone   
   paperwork. The Capstone sequence requires ENGR 489 Engineering Capstone Project I for one credit, and ENGR 490 Engineering Capstone Project II for two credits. During   
   discussion the committee offered the following comments:
   1. Required Capstone competencies must be checked for each of the classes.
   2. A WM should not be associated with a Capstone class because WM courses should introduce skills and develop writing, not demonstrate a final proficiency.
   3. Missing paperwork for both classes: Assessment plans that include two measures for each competency, catalog information, justification, department minutes, and sample syllabi.

Meeting adjourned at 4:35 p.m. Respectfully submitted by: Monica Larson