**Minutes of the November 28, 2018 Regular Meeting of the  
Shepherd University Core Curriculum Committee**

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| **Voting members 2018-2019:** | | Yuying Xie (ECON) | present |
| Karen Adams (CSME) | present | vacant (FACS) |  |
| Kurtis Adams (MUSC) | present | vacant (PSCI) |  |
| Dawne Burke (EDUC) |  |  |  |
| Jacquelyn Cole (CHEM) | present | **Non-voting ex officio members 2018-2019:** | |
| Larry Daily (PSYC) | present | Allison Lott (Student Representative) |  |
| Momodou Darboe (SOCI) | present | Danielle Stephenson (Student Representative) | present |
| David Gordon (HIST) | present | Tracy Seffers (Registrar) |  |
| Karen Green (SOWK) | present | Laura Renninger (Assessment Task Force Chair) |  |
| Brad Hamann (CAT) | present | Julia Franks (Director of Student Success) |  |
| Rhonda Hovatter (HPERS) |  | Tom Segar (acting Multicultural Student Affairs Director) |  |
| Monica Larson (MCOM) |  | Jennifer Flora (Director of Student Engagement) |  |
| Barbara Mott (NURS) |  | Emily Gross (Academic Support Center Director) |  |
| Sytil Murphy (IEPS) | present | Heidi Hanrahan (C&I Chair) | present |
| Tim Nixon (EML) | present | Shannon Holliday (FYEX Director) |  |
| Janine Scott (BADM) | present |  |  |
| Cindy Vance (ACCT) | present | **Chair:** |  |
| Yanhong Wang (Library) | present | Chris Lovelace | present |
| David Wing (BIOL) |  |  |  |

The November 28, 2018 meeting of the Shepherd University Core Curriculum Committee was held in the Cumberland Room 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 10/17/2018**The Minutes of the October 17 meeting were approved as distributed.
2. **Second readings**  
     
   Due to the scheduling of the English Capstone presentation, Chair Lovelace, with no objections, suspended the agenda in order to complete a second reading of English proposals.  
     
   The Department of English and Modern Languages proposed adding ENGL 101S to the Core Curriculum to fulfill the Tier 1 Written English requirement. There was discussion of the prerequisite of “satisfactory test score.” The wording was changed to read “appropriate test scores.” There was also a request for clarification of whether ENGL 101S is a 1-credit lab to be taken with ENGL 101 or a stand-alone 4 credit course. The paperwork submitted and approved by the Curriculum and Instruction Committee listed it as a stand-alone 4-credit course.  
     
   A motion was made to approve the addition of ENGL 101S. The motion was seconded and passed with 14 votes for, 0 votes against.
3. **Reports**  
     
   There were no reports from the Curriculum and Instruction Committee, the Assessment Subcommittee, and the Course Substitution Subcommittee.
4. **Unfinished Business**a. There was discussion of the issue of Writing in the Major courses offered in the senior year, often integrated with the department’s capstone offering. Approximately half of departments do this, but doing so is not consistent with the Framework language which says that Tier 2 classes are expected to be completed in the first three years. Several departments expressed concern that moving the Writing in the Major course earlier in their curriculum would be difficult given the nature of their courses and many representatives stated that their departments were happy with the way things are currently.  
     
   A motion was made to postpone further discussion and resolution until the January 16th meeting. The motion was seconded and passed.  
     
   b. There was much discussion of whether to allow the Core Curriculum Committee chair to triage which course proposals should come from C&I to the Core. Representatives were generally in favor of this idea in order to streamline the course approval process, but some wanted to receive a brief report from the chair of which classes were not brought to Core and why.  
     
   A motion was made to allow the Core Curriculum Committee Chair to triage proposals and to require a brief report. The motion was seconded and passed.  
     
   c. There was discussion of the situation in which an existing course is added to the Core. Students who took the course prior to its addition have – on occasion – received Core credit for such a course. It was decided that this doesn’t occur often enough to require action from the Committee at this time.
5. **First readings  
     
   GWST**  
     
   Add GWST 201 *Introduction to Gender and Women’s Studies* as a Tier 2 Social Science (SO) course.  
     
   **FINC**Add FINC 250 *Financial Literacy and Wellbeing* as a Tier 2 Wellness (WE) course.

Quorum was lost at 5:18 p.m.

Respectfully submitted by: Larry Z. Daily