

CCOC Meeting – February 25, 2009 - 12pm-1pm

Attendees: Ann Martin, John Lanning, Martina Juarez-Lopez, Nadine and Sam-Engr

- Review Drafts for International Perspectives Proficiency Certification Guidelines
 - Ann included a copy of John Sunnnygard's comments
- Review Transfer Credit Guidelines

Notes:

- Proficiency – may not be the right term to use but must be consistent language throughout
- Maymester can count for proficiency, not credit for foreign language
- Experience vs approval process
- Translate the policies into a checklist for the Advisors to use to evaluate proficiency credit
 - 2 checklists: pre-approved, petitioned
 - Create forms/checklists for Advisors
 - Help to verify
 - Complete form prior to proficiency given
 - 3 weeks minimum study abroad
 - Not exclude Peace Corps, missions etc. Must be post HS
 - 3 ways: UCD approved, sanctioned, student initiative- required form
 - Language must be demonstrated
 - Reflective journal/paper of experience – criteria
 - Tailor this to staff/college advisors
 - NSEE have reflective guidelines standards - Lissa
- What to do for the student that goes off on their own and then wants to come back and recv credit
 - Verify program required
- Present this to Advising Directors and then to Advisor Network
 - Share working draft
- Check off form for UCD sanctioned program will be straight forward
- Non UCD – but sanctioned by another university
- Student Initiated- need approval
- Study Abroad- Transfer Credit, not our instructor or course
- Travel Study- our course taught elsewhere

CCOC Meeting – March 11, 2009 – 12pm-1:30pm

Attendees: John Lanning, Martina Juarez-Lopez, and Nadine Montoya

- Review Draft for International Perspectives Proficiency Certification Guidelines
 - John Sunnygard's comments
- Review Transfer Credit Guidelines
- Martina provided notes/suggestions for Transfer Guidelines (pdf email)

Notes:

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Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: *Wednesday, October 14, 2009 1pm-2:30pm*

Meeting Location: *LSC 300*

Attendance:

Chambers, Frederick; Furness, Melissa; Martin, Ann; Metcalf, Robert; Ramirez, Ronald; Stefes, Christoph; Stretesky, Paul; Welch, Sam;

Non-voting members: Juarez-Lopez, Martina; Lanning, John; Evans, Lorraine; Sunnygard, John; Montoya, Nadine;

Agenda Items:

- Invitation will be extended to an Advisor as a non-voting member to participate in discussions, (possibly Nimol Hen, Academic Success Advising Center)
- ENGL 3798 submitted for International Perspectives sub-committee; vote next meeting
 - *Approved by formal committee vote*
- Study Abroad, for IP vote
 - Confirmed, finalized
- Transfer Guidelines
 - Confirmed, finalized
- SJ 2010 – Proposal was attached for committee review
 - *Here is a proposal for a new gt pathways course: SJ 2010. It is an introductory course (as is SJ 2000 which is already a social science gt pathways-designated course) for the Social Justice minor to fulfill the humanities core. This course has been approved by EPCC in CLAS. David Hildebrand is currently directing the SJ minor, but any questions on this paperwork should be directed to Jana Everett.*
 - ***Need to send back for further detail and revisions***
 - Formal syllabus needs to be submitted (instructor of record, office hours, college approved course description with the prerequisites)
 - List any prerequisites
 - Need grading detail; how the writing and critical thinking are going to be assessed
 - Attendance grade/participation – be aware of the requirements of FERPA and ADA; you will have to be specific of excused and unexcused absences
 - Clarify the course prefix for “SJ”, should be “SJUS”
- ANTH 3000 – Intl Perspectives course (was not attached for committee review prior to meeting)
 - ***Need to send back for further detail and revisions***
 - Resubmission with proper IP only form and questions, not GT Pathways questions
 - Not eligible for GT Pathways course approval
 - Formal syllabus needs to be submitted (instructor of record, office hours, college approved course description with the prerequisites)

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Meeting Notes

Date: *Wednesday, 12/9/09, 10am-11:30am*

Meeting Location: *LSC 300*

Attendance:

Chambers, Frederick; Furness, Melissa; Martin, Ann; Ramirez, Ronald; Stefes, Christoph; Stretesky, Paul; Welch, Sam

Non-voting members: Lanning, John; Montoya, Nadine; Evans, Lorraine

Meeting Notes:

Course Approvals:

SJUS 2010 - Theories, Narratives, and Technologies

Jana Everett

- Missing CCOC submission forms
- Will count for Social Science credit or Humanities credit?

Action: Course On-Hold

Reason: Clarify with Jana; seek CCOC forms

FR 3200 - The Francophone World in the Post-Colonial Era

Diane Dansereau

- International Perspectives

Action: Course Approved

HIST 3349 - Social Movements in Twentieth-Century America

Chris Agee

- Syllabi does not reflect learning objectives

Action: Course Approved with Provision

Provision: Learning objectives must be added in syllabus

ANTH 3000 - Globalization, Migration & Transnationalism

Steve Koester

- International Perspectives
- Syllabi does not include economical development that is stated in the CCOC paperwork
- Which direction is this course going to take? Economic Development or Migration
- Viewing documentaries listed as large percentage of class time – clarify in syllabus what the proportion of course is focused on videos, shown in class, outside of class.
- Clarification of when course will be taught? Winterim time is indicated.
- Is this a travel study course?

Action: Course On-Hold

Reason: Need clarifications

ENGL 3798 - International Perspectives in Literature and Film

Nancy Ciccone

- Originally submitted 8/21/09 and overlooked by CCOC

- International Perspectives
- Syllabus clarification – offered in different languages
 - Part 1- mentions: ‘both kinds of courses’- need to clarify
 - Monitor special topics each semester
 - Part 4 not reflected in syllabus
 - Selected topics language used
 - Alternative syllabi? 1 of 4 styles are being presented, language choice of regional or genre

Action: Course Approved with Provision (Votes: 5-yes, 1-no, 1-abstain)

Provision: Semester only approval and needs to be resubmitted with only one focus reflected in syllabi by March 1st for permanent approval; Ann will talk to Nancy Ciccone

ETST 3272 - Global Media

Donna Langston

- International Perspectives
- Overlap issues

Action: Courses on Hold

Reason: Sub-committee Review Missing

ETST 3110 - Indigenous Studies Core Proposal Applications

Donna Langston

- International Perspectives
- Overlap issues

Action: Courses on Hold

Reason: Sub-committee Review Missing

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: *Wednesday, August 21, 2009 1pm-2:30pm*

Meeting Location: *LSC 300*

Attendance:

Chambers, Frederick; Furness, Melissa; Martin, Ann; Metcalf, Robert; Ramirez, Ronald; Stefes, Christoph; Stretsky, Paul; Welch, Sam;

Non-voting members: Juarez-Lopez, Martina; Lanning, John; Montoya, Nadine; Evans, Lorraine; Sunnygard, John;

Notes:

- Confirmed CCOC Committee Members:
 - Ann Martin, Chair
 - Melissa Furness, CAM
 - Martina Juarez-Lopez, Records
 - Robert Metcalf, CLAS
 - John Sunnygard, Intl Ed
 - Sam Welch, ENGR
 - Paul Stretsky, SPA
 - Christoph Stefes, CLAS
 - Fred Chambers, CLAS
 - (College Advisor)

- New Intl Perspectives and Cultural Diversity –
- ENGL
- ETST
- Recruit
 - CAM
 - IP
 - Non Lab Science

- Transfer Credit Guidelines – Draft
 - Check with Ann and Martina for final
- Study Abroad
- Invite OIA for internationalization
- Chair
 - Rotation
 - Duties
 - Compensation
 - Liaison to UE

- Gen Ed Assessment
 - Mapp, UCD – Kenny Wolf
- Schedule Meetings
 - Twice a month, meet once a month as needed
 - 1st meeting – Sept 9 10a-11:30am, LSC 300
- Approved List
 - Communication with students on approved core courses
 - Update every semester and send out

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Meeting Notes

Date: *Wednesday, 9/9/09, 10am-11:30am*

Meeting Location: *LSC 300*

Attendance:

Chambers, Frederick; Stretesky, Paul; Welch, Sam

Non-voting members: Lanning, John; Martin, Ann; Montoya, Nadine; Sunnygard, John;

Agenda Items:

- We would like to propose a new meeting pattern time for the *2nd Wed of the month*.
 - *1pm-2:30pm - works best for the majority who responded – thanks!*
- Welcome our newest members!
 - Paul Stretesky, SPA, Christoph Stefes, CLAS and welcome back Fred Chambers, CLAS
- Attached are the CCOC bylaws and policies for our new members to review. You may see our website www.cudenver.edu/ue for more CCOC information, (FYI- our new site is now under construction!)
- We have confirmed our current members for 2009-2010 and their terms, however we need to confirm the terms of existing members: Melissa Furness, and Robert Metcalf.
- Invitation will be extended to an Advisor as a non-voting member to participate in discussions, (possibly Nimol Hen, Academic Success Advising Center)
- Discussion to be continued with Kenny Wolf regarding assessment through Engineering
- Discussion item regarding TRVL prefix being used for financial aid purposes; may be used as a cross listing
- Approved Core Course list sent to Advising offices
 - Creating student friendly, school/college-directed list for use in Advising
 - Current lists being distributed to students are being reviewed and revised (CLAS and CAM)
- Transfer guidelines still under review; needs to be finalized with Martina Juarez-Lopez

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: February 10, 2010, 1:00pm-2:30pm

Meeting Location: LSC 300

Attendance: Ann Martin, Ron Ramirez, Fred Chambers, Rob, Sam Welch, Paul Stretesky, John Sunnygard

The two ETST submissions, ETST3110 and ETST3272 were discussed. Having reviewed the writing requirements, the academic requirements, and the submitted documents, the committee had only one concern and that was the potential overlap with Political Science and Anthropology for ETST3110, and the overlap with CAM and Communications for ETST3272. We voted to request John Lanning to check with these units that the overlap was either non-existent or okay. If the response to John's conversations was favorable, the CCOC voted unanimously to approve these two courses for core.

With respect to the discussion that when the original all-campus core was passed in 1989, the provisions for the cultural diversity courses were that the course had to be upper division and the students had to be at least junior standing. This has been difficult to enforce. Should we insist on this?

The committee voted not to insist on this due to the difficulty for certain majors and for students for whom the courses counted in their major.

Question whether the new ISIS (?) deals with transfers differently was also brought up. I think this was with respect to the class standing.

The committee discussed the process to review core courses for continued compliance with the basic requirements of a core course including learning objectives and assessment techniques. It was felt by the committee that a three year rotation for review (reviewing one third of the courses each year) would make this a manageable task. The CCOC would divide up the courses that would submit syllabi each year and assess the content, the learning objectives and the writing components. If there were any questionable ones, they would be brought to the whole committee for review on an individual basis.

If any course syllabus did not pass the review the instructor/department would be given a single semester probation to bring the course into compliance. If corrections were not made, then the course would be removed from core.

This process would begin with the Spring 2011 courses to be reviewed in Fall 2010.

The committee felt that this process would strength assessment and help with NCA review.

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: March 10, 2010, 1:00pm-2:30pm

Meeting Location: LSC 300

Attendance: Chambers, Frederick; Furness, Melissa; Lanning, John; Martin, Ann; Metcalf, Robert; Montoya, Nadine; Stefes, Christoph; Stretesky, Paul; Sunnycard, John; Welch, Sam; McGuire, Sam

Agenda Items:

- *Welcome - Sam McGuire, CAM Faculty member*
- *CLAS request to change: CNST 1000 China and the Chinese to CHIN 1000 China: from "Central States" to "Nation States".*
 - The contents of the classes are exactly the same. CLAS has requested the CNST 1000 registrar end date for the end of spring 2010 semester and begin CHIN 1000 for the fall and it will appear this way in ISIS.
 - *CCOC Vote: Yes*
- FYS course review – PSYC 1111
 - *CCOC Vote: Yes*
- Begin review of current Core courses; begin Fall 2010, 1/3 of courses reviewed over next 3 years
- Create a checklist – what to look for when reviewing courses
- Status sheet for Deans – update every semester
- Letter to Core Course Faculty
- Blackboard shell?
- Set CCOC submission deadlines

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: April 13, 2010, 1:00pm-2:30pm

Meeting Location: LSC 300

Attendance: Evans, Lorraine; Furness, Melissa; Lanning, John; Martin, Ann; Metcalf, Robert; Montoya, Nadine; Stretesky, Paul; Sunnygard, John; Welch, Sam; McGuire, Sam

Agenda Items:

- FYS Courses for Review – attached
 - FYS COMM111-2, FYS ENGR 1111, and FYS MATH 1111
 - *Vote: Yes to all*
- SJUS 2010 Course Submission and Vote – pdf file of all documents is attached for review
 - *Vote: On Hold for resubmission; Verify materials with Jana Everett*
- CCOC Course Submission Deadlines - discussion

Notes:

CCOC Course Submission Deadlines

- Approval must have 1 week prior to registration
- 1-2 months for lower division courses
- 2-3 months for upper division courses
- 3 months for IP/CD courses

Send a table regarding FYS courses and Core Table to Advising Network

- Explain Math course – Biol/Phys Sci and Math core

General notes regarding FYS courses reviewed:

- FYS COMM111-2 – Review # grading and critical essays
- FYS ENGR 1111 – Caution Paul for 18 and older students (Melissa will send Discretion Clause – attached)
- FYS MATH 1111 – Writing?

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: Tuesday, May 11, 2010

Meeting Location: LSC 300 Conf Room

Attendance: Chambers, Frederick; Furness, Melissa; Lanning, John; Martin, Ann; Metcalf, Robert; Montoya, Nadine; Stretesky, Paul; Sunnygard, John; Welch, Sam; McGuire, Sam; Evans, Lorraine

Notes:

CIBER (Center for International Business and Economic Research) Center grant renewal \$1,500 for faculty course development – grants to be given this summer

CCOC will review the applications and award the grants

2- CLAS, 1-CAM

Deadline for informal application is June 15, 2010; Faculty selection by June 22, 2010

- Core and IP Requirements
- How would this course be related to business?
- ½ page proposal for application
- Full proposal due for course to be taught by Fall 2011
- Paragraph of course description

We have been fortunate to receive faculty development funds from the CIBER (Center for International Business and Economic Research) Center at UCD for courses which can qualify for the IP category on campus. The CIBER has three \$1500 grants to be given out this summer for course development; they have specified that two are to go to CLAS faculty and one to a CAM faculty. The only other specification is that the course includes some related business content. An ideal way to do this would be for the faculty member to include ways that the particular course content would be advantageous to someone doing business internationally. For example, a political science course could have a paper or project indicating how knowledge of a foreign country's government structure affects the establishment of a business or a communication course could include information about how the cultural characteristics of people in other countries affect how they do business and how best to interact in a business environment.

Suggested plan:

Request through the Department Chairs (going through the Associate Deans) of CAM and CLAS, submission of informal applications to be submitted by June 15, 2010. The application would have to discuss how the requirements for a core course and an IP course would be met and how the faculty member intended to address the business component. Faculty selected would be notified by June 22, 2010.

The course proposal would have to be submitted to CCOC for approval in the Fall semester of 2010 (by the date we decided that courses had to be submitted) and the course would have to be ready to be offered no later than fall semester 2011.

The CCOC would review the applications and award the grants.

Core Course Review Criteria

- Critical Thinking – project with analysis
- Writing – grading component, papers
- Rigor – assignments based on writing and critical thinking
- Content – clear understanding and methodology of discipline
- Attendance Policy – in accordance to University policy
- Early Alert – graded material returned by 5th week to participate in EA (Mon 5th week through Wed 6th week)
- Core Course Area – identified in syllabus (Intellectual – Engl and Math; Knowledge – Arts, Hum, SS, Behav, Phys/Biol Sci and Math)

3 categories for Core Course review:

- Passed
- Subject to Review (Probationary)
- Suspension

How many core course sections total?

What will be the breakdown over 3 years?

Follow up: HIST course with Marjorie Levine-Clark

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: Wednesday, September 8, 2010

Meeting Location: LSC 300 Conf Room

Attendance: Chambers, Frederick; Lanning, John; Martin, Ann; Montoya, Nadine; Stretesky, Paul; Sunnycard, John; Welch, Sam; Juarez-Lopez, Martina; Ramirez, Ronald; Thompson, Nathan; Connelly, Mary

Agenda Notes:

Core Course Review

- Request syllabi for English and Math – for 1st year of reviews
 - John and Ann work on request email to Tammy Stone – CLAS for English and Math course syllabi
 - Invite English coordinator to CCOC – or by phone?
 - Is there a common syllabus used for all Core English courses?
 - Shall we review before meeting with this person?
- 5 minute review of each course based on the following Core Course Review Criteria:
 - Critical Thinking – project with analysis
 - Writing – grading component, papers
 - Rigor – assignments based on writing and critical thinking
 - Content – clear understanding and methodology of discipline
- Create a checklist for review – content vs. compliance on additional criteria
- Additional compliance criteria:
 - Attendance Policy – in accordance to University policy
 - Early Alert – graded material returned by 5th week to participate in EA (Mon 5th week through Wed 6th week)
 - Core Course Area – identified in syllabus (Intellectual – Engl and Math; Knowledge – Arts, Hum, SS, Behav, Phys/Biol Sci and Math)
- 3 categories for Core Course review (create rubric):
 - Passed - Subject to Review (Probationary) - Suspension
 - Any course placed in a category other than Passed, will have further discussion

Social Justice (SJUS 2010) – Approved with Provision

- Approved with feedback on attendance policy
 - John will speak to English regarding this issue
- URL link to Department/University policy on attendance verbatim
- Early Alert use?
- Clarify course objectives vs. learning activities
 - Use tool how outcome will be met
 - Should demonstrate 4 areas, instead of activities
 - How are the objectives being assessed?
 - Item 6 on form, not complete – clarify student or course objective

International Perspectives Petition – submitted by Lynn Kinsey

- Approved – well written and thorough supportive documentation attached
- Formal Letter from Ann Martin, cc Tammy Stone

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: Wednesday, January 26, 2011

Meeting Location: LSC 300 Conf Room

Attendance: Chambers, Frederick; Connelly, Mary; Evans, Lorraine; Lanning, John; Martin, Ann; Montoya, Nadine; Stretesky, Paul; Thompson, Nathan; Vidali, Amy

Agenda Notes:

MATH core courses for review/discussion

- Meeting set for Core Course review process (only)

ARTS 1400 – Horror Film

Resubmit to the department for further clarification

- Inappropriate language used
- Content explanation
- Rubrics for assessment
- Critical Thinking and Writing component unclear
- Attendance and grading – distinguish unexcused absences consistent with UCD policy
- Prefix for broad/intro courses – ARTS or FILM

Core Curriculum Oversight Committee Meeting – Core Course Review Process (only)

Wednesday, February 23, 2011 – 12:30pm-2pm – LSC 300

Agenda:

- Our role of oversight
- Sharing Information
 - Culture changes, stages
 - Attending chair/faculty meetings
- Communication
 - Messages to departments and colleges
 - Suggestions and feedback
- Syllabi
 - Outline objectives and content of what syllabus should have
 - Sample syllabus that meets CCOC conditions – for HS/CU Succeed and UCD
- CU Succeed
 - List of issues for Danny Martinez, Director of CU Succeed and Dan Howard, Dean of CLAS
 - Policy and procedures for HS teacher participation, and syllabus template

University of Colorado Denver
Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: Wednesday, February 23, 2011, 12:30pm-2:00pm

Meeting Location: LSC 300 Conf Room

Attendance: Connelly, Mary; Lanning, John; Montoya, Nadine; Stretesky, Paul; Thompson, Nathan; Vidali, Amy

Agenda Notes:

CU Succeed: Focus on English

- English 1010/1020 – CU Succeed courses taught in the high schools are not consistent with the learning outcomes of the UC Denver Core Composition program.
 - Reliance on literature and literary analysis
 - Lack of conferencing
 - Textbooks are not composition based
 - Outcomes, book recommendations can be provided

“There are many concerns with the CU Succeed English courses, and the UCD CCOC would like to review them again in the Fall 2011.”

- Question the mixed student courses – AP/non-AP, not recommended
 - If the courses are mixed, the syllabus must reflect what the dual nature of the course and the college credit requires.
- Core Comp I – teach our course for our credit
- No core comp credit given for AP literature courses

General Statements – English and Math Core Course Reviews:

- Syllabi not reflecting the complexity of the courses
- Student expectations are not based on well defined learning outcomes/objectives in the syllabus
- Core Course identification are absent– area applied
- Grading details are absent that verify assessment of the objectives/outcomes
- More ‘engaging’ course descriptions needed; personalizing the material
- College required ‘add-ons’ are increasing, taking away from the syllabus message
- Teaching style/methods are not reflected in the syllabus

Core Curriculum Oversight Committee

Core Curriculum Oversight Committee

Agenda and Meeting Notes

Date: Wednesday, February 9, 2011

Meeting Location: LSC 300 Conf Room

Attendance: Chambers, Frederick; Connelly, Mary; Evans, Lorraine; Lanning, John; Martin, Ann; Montoya, Nadine; Ramirez, Ronald; Stretesky, Paul; Sunnygard, John; Thompson, Nathan; Vidali, Amy

Agenda Notes:

ARTS 1450 – Popular and Visual Culture: Ways of Seeing

Approved by CCOC

ARTS 3400 – World Cinema (Intl Perspectives)

Send back for detail clarification and revisions

- Film prerequisite? States FILM 1200
- Intent for CAM only or non-CAM students?
- Could it be offered on study abroad or during Maymester?
- Instructor structure - team taught modules indicated
- Clerical errors throughout

PMUS 3110 – Social and Political Implications (Cultural Diversity)

Send back for revision

- Prepare new prefix number and title for Core resubmission – MUSC 3110?
- Content is approved by CCOC

First-Year Seminar Course:

ETST 1111-2: Developing Tomorrow's Leaders – Omar Montgomery

Summer 2011 – Summer Bridge Program

Approved by CCOC

Student Petitions:

Jeremy Shugrue

Approved by CCOC

- Approved for PMUS 3830 to be used as the PMUS 1001 core requirement substitution

Hannah Nichols

Not Approved by CCOC

- The core course FA 3110, requested to be substituted for the Cultural Diversity requirement, does not fulfill the Cultural Diversity standards as set in the current core requirement. This course was removed from the original core requirements list because the nature of the course has changed and no longer fulfills the standard for a Cultural Diversity core course.