

October 1, 2015

Minutes from Undergraduate Curriculum Review Committee meeting

Participants: Gary Burns, Brandy Foster, Melissa Gruys, Mary Huber, Pramod Kantha, Stephanie Triplett (chair)

Ex-officio Members Present: Renee Aiken, Carl Brun, Susan Carrafiello

Member absent: Mark Cubberley

The CRC met on October 1, 2015 in UH 086 from 2:00-3:30. The meeting was called to order by Stephanie Triplett (chair); she also moved the motion to approve the agenda from April 10, 2015 meeting. It was seconded by Melissa Gruys, and the motion passed unanimously.

Stephanie Triplett listed the responsibility of the committee, and its recent accomplishments:

- The CRC conducted a thorough review of Integrated Writing courses, and of or Gen Ed/Core. Courses.
- She talked about the need for greater clarity of whether requirements in IW courses were being met more uniformly, for example, whether writing assignments met 5,000 word marks.

Stephanie also discussed the need to continue the committee's work of reviewing MC/GE (core courses) and the need for the committee to link up with General Assessment Committee formed by Faculty Senate, co-chaired by Dr. Laura Luehrmann, and Dr. Ann Russell. This committee is tasked with a broader review of the courses and their outcomes; CRC is still responsible for reviewing individual syllabi. CRC has not done any review of service learning courses or of college GE courses though service learning already has a good mechanism in place.

Stephanie also highlighted the following charges of the CRC:

- Link with accreditation committee and help
- Periodic review of MC/IW and Gen. Ed courses
- Recommend modifications to these courses

Rene Aitken emphasized the need for syllabi showing learning outcomes and measurements as they are needed for compliance with federal requirements, and accreditations; she mentioned that the measurements of learning outcome will start in in mid-October.

In answer to Melissa Gruys question as to how individual faculty members were made aware of the requirements for the GE/Core courses and what kind of feedback they received on courses they taught, Carl Brun mentioned several ways that faculty receive this info. For example, new

faculty members receive handbook that lists those requirements. Susan Carrafiello mentioned that Guide book for Writing across Curriculum is also available on line.

Carl also talked about the need to collect more syllabi, as the request often is not responded to. Carl also talked about rubrics being developed for MC/IW/RS courses to better measure their compliance with the rubric.

In answering a question raised by Pramod Kantha about individual feedback to instructors teaching MC or GE courses on their syllabus as well as outcomes, Carl agreed on the need for more individual communication with instructors.

Stephanie summarized the discussions of the meeting in terms of what to focus on in fall, and the items agreed were:

- continue reviewing syllabi in fall
- review MC courses, and liaison with General Assessment Committee

A motion to approve the plan was moved and adopted by consensus.

Melissa Gruys & Brandie Foster agreed to represent the CRC at University Assurance of Learning Committee on October 19, at 2:00 PM.

The Committee agreed to meet again on November 5, and December 3.

A motion to adjourn was made, and the meeting adjourned at 3:30.