

Core Curriculum Oversight Committee

Date: Friday, September 14, 2018

Time: 10:30 a.m. – 12:00 p.m.

Meeting Location: Chancellor's Conference Room, LSC, 14th Floor

Attendance: Cecilio Alvarez, Sondra Bland, Michelle Carpenter (electronically), Andrea Falcone, Antwan Jefferson (chair), Alana Jones, Craig Lanning, Christine Martell, Kim Regier, Brian Schaeffer, Mary Lee Stansifer, Gregory Walker, Mary Baitinger (recorder) Not Present: Ruben Anguiano, Cassandra Bueckers, Jeff Franklin, Nimol Hen, Karen Pierce, Sandra Quinn, Traci Sitzmann, Kat Vlahos

Agenda and Minutes

1. Welcome

Antwan and the CCOC attendees introduced themselves and indicated if they were a voting or non-voting member. Antwan explained the purpose of the CCOC and the tasks and duties it performs for the university. Antwan also distinguished between voting and non-voting members of the CCOC.

2. Announcements

Over the summer, Antwan and Jeff Franklin conducted several pieces of business related to the CCOC. Antwan gave a brief explanation for each item listed on the agenda and reasons why each one occurred.

- Daniela Berger – this student was misadvised by a former SEHD advisor about taking HDFR 3250 as a Cultural Diversity core class. The exception was approved due to misadvising, which was documented in email.
- SPSY 2200 – the minor title change from Child and Adolescent Mental Health, Treatment & Services to Child and Adolescent Mental Health in Schools and Communities did not affect the syllabus itself, so it was approved by the CCOC chair.
- CSCI Description Change – this comprised of one sentence, which removes the word Java and replaces it with the phrase “modern programming language” instead, so as to keep current with changing technology. This was approved by the CCOC chair.
- CCOC Policies and Procedures – after going through several rounds during the spring, the updated wording was approved by the CCOC members. Jeff Franklin will incorporate these changes into the master document.
- Courses marked as Suspended during semester core review areas – Jeff and Antwan discussed how courses acquiring this designation should be treated. In the past, there was no follow up. As a practice, the CCOC chair will speak with the chair of a department regarding revisions and resubmission of the class

marked as Suspended for the CCOC to re-review and approve. If revisions are not submitted to CCOC, the course will be removed from the Core.

- Modifications to core review syllabi – this will be discussed further during the November CCOC meeting. Discussion points will include chairs of department submitting one sample syllabi for multiple courses on the same topic; staggering the review semester (a core area traditionally reviewed in the fall switched to spring instead); and completing two core areas each semester to shorten the re-review time/cycle of the 8 areas.

3. Old Business

Approval of 3/15/18 Meeting Notes

- **Vote:** 6 voting members approved the meeting minutes.

Review of Core Guidelines Approval Dates Scheduled for October 15, 2018

The Core Guidelines for updating the master list was reprinted in the CCOC September agenda to remind members of the upcoming deadline of October 15. A CCOC meeting will always be held before that deadline, so if a course is approved, it will be effective the spring or fall of the next semester. The CCOC members discussed how a course submitted could be approved at the same meeting, but oftentimes, an instructor or department needs to make revisions or updates to their syllabus. It was recommended that verbiage be added to the website recommending the submission of core course proposals and updates (and associated documents) to the CCOC before the Census date of each semester.

Related to this agenda item, the CCOC discussed topic of publishing official core lists by Schools/Colleges/Departments. Currently, the definitive list is at the Undergraduate Experiences website, but discussion by CCOC members indicated that this site is often not accessed or known by students. In addition, many departments, once a core course has been approved, may create and update core course lists. This is concerning as a whole, as information may be inaccurate or misleading. A suggestion was made that the official list should reside on the Registrar's website, but they update the catalog annually, while the core list is done twice a year.

Action: Antwan will bring up the location of the official core course list during a future meeting.

4. Core Course Proposal – PMUS 1011

Gregory Walker, CCOC member, brought the following course proposal to the CCOC for review and approval. Comments of the document by the group included:

- Learning objectives were not clearly aligned to the course assignments

- There is a missing statement that the course satisfies the Core Course requirement for Core Arts
- Course expectations, assignments, and meeting schedule need to be clearly spelled out. A semester table would satisfy this and allow the syllabus to be more readable for students.
- Update disability statement and contact information for the Office of Disability Services.
- Create a work of art utilizing the creative process, defined as 1) research an idea, 2) develop a concept, 3) create / problem solve, and 4) present.
- Because this is an Arts course, it was unclear about how the creation of a work of art would be accomplished, based upon the information included in the Knowledge Area Course Approval Form. Updating this response to indicate how a work of art will be created in the course will be helpful.

Action: Gregory will review these comments and provide an update syllabus to be reviewed again at the October meeting.

5. Renaming General Biology Series Courses

Kim Regier, member of the CCOC, detailed the proposal she submitted over the summer regarding the renumbering of General Biology courses, due to work on an HHMI grant and an effort to improve CU Denver's DFW rate for these courses. Course descriptions, and topics within courses will not change. This renaming would occur beginning of Fall 2019. Proposed is the following:

- BIOL 2051 General Biology I (currently no prereq) would become "General Biology: Molecules to Cells" (new prereq: BIOL2061)
- BIOL2071 General Biology I Lab (currently no prereq) would become "General Biology: Molecules to Cells Laboratory" (new prereq: BIOL2081)
- BIOL2061 General Biology II (currently prereq 2051) would become "General Biology: Organisms to Ecosystems" (no prereq for new)
- BIOL2081 General Biology II Lab (currently prereq BIOL2071) would become "General Biology: Organisms to Ecosystems Laboratory (no prereq for new)
- Honors General Biology courses (BIOL2095, 2096, 2097, 2098) would follow the same name changes

Brian Schaeffer in the Registrar's Office emailed general feedback to Antwan and Jeff over the summer, and Antwan determined that the full CCOC would need to discuss this further and provide a recommendation to Biology. Comments and questions by the group regarding the renaming included:

- This change will put the sequencing of numbers higher to lower instead of lower to higher, which may cause student confusion.

- If numbers are changed, courses would need to be routed through GTPathways, CU Succeed and various other departments for approval and updating of department/group lists.
- The name change and sequencing for these Biology courses is good—cells first before arms and legs. What if arms and legs are dropped? How would pre-reqs be affected by this?
- If students attempt BIOL 2051 first, the registration system could direct students to BIOL 2061 instead.
- Economic and Psychology courses have no numerical order or sequencing when students take their courses.
- Content in the courses themselves cannot be changed to match the new sequence, as these are already GTPathways approved.
- Academic advisors should provide more clarity with students as they are choosing all of their sequence of courses.
- How the sequence of courses appear on a transcript should be considered towards the final decision.
- Would any department outside of Biology be affected by the course sequence being changed? Can the Registrar's Office (Brian) and Bioengineering (Craig) provide additional information towards a final answer?
- If new courses and numbers were submitted to replace those that are changing, how does this impact other departments or programs?

Action: Additional information is requested by members of the CCOC before they will discuss this topic again on October 12. Data collected should include how Biology courses are cross-referenced with other departments and schools, renumbering pros and cons, and the pros and cons of students choosing a path of courses they select on their own.

Additional Item – Learning Outcomes

It was brought to the attention of the CCOC that some instructors perceive they cannot add additional Learning Outcomes than those already provided as part of the core requirements. Antwan clarified that instructors are allowed to add their own as needed, though it is important to consider Learning Outcomes as a resource for students. Thus, multiple lists of outcomes may be ineffective.

Action: The message that additional Learning Outcomes are allowable should be conveyed to all core instructors via CCOC members who represent each department/school.