Subcommittee on the Core Curriculum Annual Report

2015 – 2016 Academic Year

COMMITTEE NAME: SUBCOMMITTEE ON THE CORE CURRICULUM
ACADEMIC YEAR: 2015 – 2016 ~ PREPARED BY MARY MAGOULICK (CHAIR)

COMMITTEE CHARGE

V.Section2.D.1.d. Scope. The Subcommittee on the Core Curriculum shall be concerned with matters relating to the University Core Curriculum (Core), which include, but are not limited to, reviewing proposals for courses to be offered in the Core and assessing the Core. This subcommittee also provides advice, as appropriate, on procedural matters relating to the Core and its assessment.

COMMITTEE CALENDAR (MEETING DATES ~ ALL FRIDAYS AT 1PM)

8/21/15	9/25/15	10/23/15	11/20/15	02/05/16	03/11/16
8/28/15	10/2/15	10/30/14	01/15/16	02/19/16	04/8/16
9/11/15	10/16/15	11/6/15	01/29/16	03/4/16	

EXECUTIVE SUMMARY

- As in previous years the primary focus of the committee's work was largely devoted to the review and approval of courses in Area B of the core (GC1Y & GC2Y), and revision of forms and procedures related to that process.

- The committee received somewhat fewer such proposals this year (compared to previous years), so we were able to devote more time to general issues surrounding the teaching and assessment of the core, particularly Area B courses.

- We held two forums, one for GC1Y and one for GC2Y (for anyone who teaches, has taught, or wishes to teach sections of these courses) that were well attended, lively discussions of various aspects of teaching these courses. There were calls for more such forums, so we are actively planning to continue such events in coming years.

- We also began discussing and planning to review sections of GC1Y and GC2Y in the next academic year. We are tentatively hoping to start in the fall with volunteers who have been teaching these courses over the last several years to check-in with their outcomes, syllabi, assignments, and so on, to sort of reaffirm or recertify that these sections are fulfilling the original goals set out in proposals and match the outcome and goals originally planned for these courses.

- We also devoted some time to discussing and deliberating upon the USG's decision to remove all overlays in the system, and LARP's ideas about curriculum. This year's SoCC members believe that we should maintain the content, focus, structure, and details of our Area B courses (which many believe add distinctiveness to our core as particularly reflective of our liberal arts mission). Thus GC1Y will continue to require "Critical Thinking" as an outcome, GC2Y will continue to require "Global Perspectives" as an outcome, and both will continue to be reading and writing intensive. But these course requirements will not be referred to as "outcomes." Thus some details of the various forms and

website devoted to these courses will need to be changed (e.g. the word "outcome" will be changed to "requirement").

- A list of GC1Y & GC2Y sections approved by the committee is available at http://intranet.gcsu.edu/socc

SoCC COMMITTEE MEMBERSHIP AND RECORD OF ATTENDANCE

Name	Representation	Meetings attended	Regrets	Absences
Jamie Addy	Library	17	0	0
Kay Anderson ~ **Secretary**	University Registrar (non-voting)	15	2	0
Nancy Beasley	CoAS, Areas A1, B1, C1	14	3	0
Douglas Goings*	CoB, Area D3	1	9	7
Ruth Carter* (Fall semester only)	CoAS, Area B1, B2, C2	4 (by phone)	6	1
Roberta Gorham ~ **Vice Chair**	CoB	12	3	2
Kasey Karen	CoAS Area D1, D2	17	0	0
Mary Magoulick ~ **Chair**	CoAS, Area B2	16	1	0
Cara Meade Smith	CoE, University Assessment Team (non-voting) & Provost's Appointee (Spring semester only)	13	4	0
Stephanie Opperman*	CoAS Areas B2, E	16	1	0
Kristi Papailler	CoAS Area C2 (Senator)	6	9	2
Brandon Samples	CoAS, Areas A2, D2	15	2	0
Jeff Turner	CoHS, Area B1	10	7	
Nolan White ~	CoAS, Area E & Provost's Appointee (Fall semester only)	2	7	1
Clif Wilkinson* (Spring semester only)	CoAS, Area E	1	3	3
Stephen Wills	CoE	14	2	1
Dana Wood	CoAS, Area E	11	3	3

* Elected Faculty Senators marked with an asterisk

MOTIONS BROUGHT TO THE SENATE FLOOR

As a standing subcommittee of CAPC, SoCC doesn't typically recommend motions directly to the senate floor. No motions were recommended by SoCC this year.

OTHER SIGNIFICANT DELIBERATION (NON-MOTIONS)

Issues related to oversight and leadership continue to concern the committee. For example, one of the goals established at the onset of the committee's work was to establish a protocol for reviewing existing core courses to ensure they meet the articulated learning goals. As reported in previous years, doing so is complicated by the fact that the courses in the core curriculum have shared oversight with departments and colleges. Nonetheless, we began the process of planning a review process for Area B courses. In a meeting with the acting Associate Provost Costas Spirou about this plan, we were asked to wait for approval from that office (specifically Tom Ormond) before proceeding. Given changes in leadership in that office (previously appointed to serve as the de facto "chair" of Area B courses), we will likely have to await the new Associate Provost's appointment to proceed, though we are eager to being this work. We also organized and held forums for each GC1Y and GC2Y that were well attended and positively reviewed by participants.

AD HOC COMMITTEES AND OTHER GROUPS

- Two Ad Hoc committees, both consisting of Nancy Beasley, Mary Magoulick, Cara Smith and Jeff Turner, were formed to organize our main work this year not related to proposals. The four of us planned and carried out our Area B forums in the fall, and we also met and planned how to carry out reviews of Area B classes (in the future)
- Mary Magoulick volunteered to carry out revisions of the rubrics and proposal forms for SoCC (these revisions were voted on by the full membership of SoCC)
- Brandon Samples volunteered to serve as our webmaster. He revised our web presence and maintains the SoCC intranet website

COMMITTEE REFLECTIONS

SoCC successfully reviewed all proposals for new sections of Area B courses put before us with minimal effort. We revised our review process so that we have one "lead reviewer" for each proposal who contacts and works with the proposer regarding revisions, questions, or suggestions. That lead reviewer then contacts the proposing professor and gives a report to SoCC on the day we actually review the proposal. Proposers (and their department chairs) are all invited to SoCC meetings in which their proposals are reviewed (to defend their proposals and answer any questions). But since the lead reviewer should already have been in contact with the proposer, it is unlikely that any reviews that day will come as a surprise. We also revised both the rubrics used for reviewing proposals and the forms for submitting proposals. All these changes have made our review process more transparent, streamlined, and comprehensible (we believe). We had at least one proposer praise us for how well this process worked, and we received fewer complaints about our review process than in previous years.

SoCC is eager to proceed with review of core courses, particularly Area B sections, to hold more forums for those teaching (or wishing to teach) in Area B, and to organize training workshops for those wishing to design and propose new sections of Area B. We would also like to organize forums to discuss other aspects of core teaching (for instance assessment of Area C1 and related rubrics). We would appreciate more support for these efforts.

COMMITTEE RECOMMENDATIONS

- In the fall, almost all committee members were able to meet weekly on Fridays at 1pm, though several members never were able actually to attend (because of personal conflicts). In the Spring two committee members had teaching conflicts on Fridays at 1pm. We ran a computer program to determine a time when all committee members would be available, but no such time was found except the common Friday after 2pm meeting time. Since several of our members are members of

CAPC as well as SoCC (and there were very few "open" times in Spring on the Governance Calendar), there was in fact no other time we were able to meet. We thus decided to continue meeting on Fridays at 1pm (a time that all but 2 of us could meet). We asked ECUS to give SoCC space on the Governance Calendar for the 2016-17 calendar year. The time we were given is once a month on Fridays at 3:30pm. SoCC will likely need to meet more often than once a month (as has always been the case); thus we would like a way to ask if committee members can be informed (in the future) that to serve on this committee, they need to have Fridays at 1pm open and available for meetings.

- SoCC also asks that ECUS propose adding another at-large Senator to the overall number of Senators. Otherwise, an Elected Faculty Senator on SoCC must also serve on a second committee.

- We also request that an administrator is assigned oversight of Area B courses (and SoCC generally) who could actively guide us in various ways, including our proposed plan to review all Area B sections on approximately a 5 year rotation (every section would get reviewed at least once every 5 years). This person could also support us in holding forums for various parts of the core (including logistical and possible financial support). They could also help facilitate trainings for people wishing to develop Area B sections.

- Another concern that arose in the committee's discussions was the lack of faculty development or training available in support of developing courses/sections for the core curriculum, especially in Area B. There is strong demand for proposal clinics to help faculty develop their proposals, build appropriate syllabi and understand issues particular to Area B such as "learning beyond the classroom" and the "fourth hour." The library has expressed some interest in helping to facilitate such workshops, possibly as part of new faculty orientation. If regular workshops in this area were offered, we believe we would receive more proposals for creative and interesting sections of Area B courses.

Recommend items for consideration at the governance retreat

SoCC has no specific recommendations for the governance retreat, but it would be nice to clarify that we will likely meet (during committee break-out sessions) with CAPC, since several of our members are on both committees and cannot be in two places at once. This has informally been our practice at recent retreats.

Appendix: Committee Operating Procedures 2015-16

1. The Subcommittee on the Core Curriculum (SoCC) is governed by the Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents
    - Reviews Area B Section proposals, notifies submitters of revisions required or approvals, and disseminates paperwork to Curriculum Affairs Policy Committee (CAPC, which goes from there to the Provost's Office)
    - Reviews other Core Courses, assessment matters, and general core issues as needed
    - Reviews motions and resolutions submitted for University Senate consideration
    - Is responsible for the maintenance and dissemination of meeting minutes
    - Ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
2. The SoCC members work cooperatively as a team for the good of the University, the University Senate, and the Committee. To realize this objective, members should
    - Attend and participate in all scheduled meetings,
    - Communicate respectfully, openly, and candidly with each other,

- Review all materials under consideration at each meeting in advance of the meeting
3. Any objections to decisions made by SoCC will be arbitrated by CAPC
    - Those objecting to a decision by SoCC may submit a written appeal to CAPC. They must do so within ten business days after the SoCC decision. At least three faculty must sign the appeal.
4. Committee Officer Responsibilities
    - Chair (Presiding Officer)
        - Drafts, in consultation with the committee, the tentative agenda for committee meetings
        - Distributes each tentative agenda to the committee via email prior to the committee meeting
        - Will be contacted by committee members extending regrets prior to a scheduled committee meeting
        - Presides at committee meetings
        - Enters committee motions proposed for University Senate consideration into the online motion database
        - Advertises committee meeting times and meeting agenda to the university community
        - Presents SoCC report to University Senate at scheduled University Senate meetings (or prepares report for CAPC Presiding Officer to read at Senate meetings)
        - Others as defined/assigned by the committee
    - Vice-Chair (Presiding Officer Elect)
        - Assumes all duties and responsibilities of the chair in the absence of the chair
        - Others as defined/assigned by the committee
    - Secretary
        - Be contacted by committee members extending regrets prior to a scheduled committee meeting
        - Drafts, in consultation with the committee, the minutes for committee meetings
        - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
        - Others as defined/assigned by the committee

5. Communication
    - Communicate via the socc@list.gcsu.edu email list to communicate approval or share constructive suggestions
    - Notify the subcommittee chair and secretary to extend regrets prior to scheduled committee meetings.
6. Duration of Meetings
    - Committee meetings shall be no more than sixty (60) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration
7. Agenda
    - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
    - The tentative agenda is distributed to the committee members, by the SoCC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of SoCC.
    - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting.
8. Deliberation and Parliamentary Authority
    - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SoCC Subcommittee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order SoCC may adopt.

9. Quorum & Voting
   - A majority of the committee membership shall constitute a quorum.
   - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
   - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.

10. Minutes
    - SoCC members review the initial draft of the minutes of SoCC meetings prior to distribution to the University Senate.
    - The SoCC secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft.
    - This draft of the minutes is circulated to the committee for review prior to posting.
    - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
    - The minutes are posted as soon as possible after the review process concludes.
    - Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each SoCC meeting.

11. Amendment of these operating procedures
    - These committee operating procedures may be amended by a majority vote at any scheduled subcommittee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.

Appendix ~ Proposal Review Procedures

Significant effort was devoted to establishing a process for proposal review and communication with the Georgia College community about the procedures. This process is outlined below.

- At the beginning of the academic year, update http://intranet.gcsu.edu/socc with committee membership, representation and the meeting schedule.
- Review application forms for consistency and upload to the intranet site
- Send an email message to department chairs, deans and through FrontPage requesting course submissions that included a link to the intranet site. Examples:
  https://frontpage.gcsu.edu/announcement/reminder-propose-course-core-curriculum
  https://frontpage.gcsu.edu/announcement/subcommittee-core-curriculum-call-proposals
- Train the committee on proposal review procedures, including how to be a "lead reviewer"
- Proposals are submitted by the Dean's Office of the appropriate college
- Upon receipt of a proposal, send the "submission receipt notification" via email
- Assign the proposal for review by sending an email to the committee asking for (or assigning) a lead reviewer
- Notify the proposing faculty member and his/her chair of the name of the lead reviewer as well as the meeting time, date, and location when the proposal will be reviewed by the whole committee (and invite them to attend)

- If the proposal is approved, the Chair of SoCC signs the proposal, sends "approval notification" and "requested signature" via email to the CAPC chair, who then forwards these to the Provost for final approval.
- The proposal is uploaded to our SoCC intranet site – this is done by our web master, Brandon Samples.

Submission Receipt Notification

To: Proposer

CC: Chair, Dean, Leader Reviewer

Subject: SoCC Proposal Submission has been received and assigned for review

This message confirms that the attached proposal, [TITLE] has been received by the Subcommittee on Core Curriculum (SoCC). The proposal has been assigned a leader reviewer (named), who will contact you with any suggested revisions. Please be aware that our rubric for reviewing these proposals is available at our website. Your proposal is scheduled for review on [DATE]. [LEAD Reviewer] will serve as your contact for the proposal review. I encourage you to review the materials posted at intranet.gcsu.edu/socc for more details regarding the process.

The approval form you submitted will now be routed through the following steps:

(1) The proposal has been assigned to a lead reviewer, who will review the documentation you provided and score your proposal according to the course approval rubric.

(2) Your reviewer may contact you to request additional information or clarification.

(3) Your reviewer will lead the discussion before the subcommittee on {DATE}, but all SoCC members may have questions or comments for you at that meeting.

You are welcome (but not required) to attend SoCC meetings, which occur at 1pm in the A&S Dean's conference room (A&S 2-51). I encourage you to review the materials posted at intranet.gcsu.edu/socc for more details regarding the process including copies of the Course Approval Rubrics.

Review Assignment Notification

To:SOCC

CC: LEAD PROPOSAL REVIEWER

Members of SoCC,

This message is to confirm that the attached proposal has been received for review by SoCC. Please let me know if you wish to take the lead on reviewing this proposal. If no volunteer comes forward in 48 hours, I will assign the proposal to one of you. The lead reviewer will initiate contact with proposers if any revisions are deemed necessary (according to our rubric and procedures). If you have questions regarding the proposal, please direct them to me or the lead reviewer.

As a reminder, our process has been modified - the process is outlined below.

(1) Upon receipt of a proposal, the SoCC chair will ask for volunteers to serve as lead reviewer, or will assign a lead reviewer if there are no volunteers. The lead reviewer should be in contact with the proposer if any revisions or clarifications are deemed necessary.

(2) The lead reviewer will review the proposal using the course approval rubric (on our website). During the review he/she may decide to request a revision of the proposal or a face-to-face meeting prior to prepare the proposal for final SoCC review.

(3) The lead reviewer is coordinate with the chair of SoCC about when the proposal will be brought forward for full review and vote. While time for review may vary depending on the proposal, teams should make every effort to complete the review within two weeks of receiving the proposal.

All members of SoCC are responsible for reviewing the proposal prior to the committee review using the course approval rubric if applicable.

Approval Notification

To: Proposer

CC: Chair, Dean's Office, Provost Office, SoCC

SUBJECT: SoCC: Your course has been approved.

ATTACHMENT: Complete application including the SoCC Chair's signature.

Dear Professor [NAME],

I am pleased to inform you that your section proposal, [name], has been recommended for approval by the Subcommittee on Core Curriculum (SoCC) for inclusion in Area B of the core curriculum as a section of GCxY: Global Perspectives [or Critical Thinking].

What are the next steps in the process?

The approval form you submitted will now be routed through the following steps:

1. The Chair of SoCC will sign the form and route it to the Chair of CAPC as an information item.

2. The Chair of CAPC will sign the form and route it to the Office of the Provost.

3. The Provost will provide final approval for the course section by signing the form. Records for core curriculum courses, sections and overlays approved by SoCC are kept in the Office of the Provost.

4. A copy of your proposal will be added to the SoCC website, which is made available to all Georgia College faculty.

At this point it would be advisable to begin working with the Office of the Registrar to begin the process for scheduling the course or section.

As you move from the planning phase to the implementation phase you may wish to enlist the resources of Jolene Cole, the library instruction coordinator. Jolene can offer support as you design components of your course that address student research, information literacy or other library resources.

Please also note that all faculty teaching courses in the core are expected to contribute assessment data for their courses as described in the Core Assessment Plan. Details about the requirements for your course are available at http://assessment.gcsu.edu/thecore. Please contact the Director of Assessment or your assessment coordinator for support as you build the assessment portion of your course.

Please don't hesitate to contact me by email (mary.magoulick@gcsu.edu) or phone (3177) should you have any questions about the process.

Approval Receipt Notification

TO: Curriculum and Assessment Policy Committee Chair (name)

CC: Registrar (Kay Anderson), Associate Provost (name)

Please find attached the core curriculum approval form for the following courses. I have signed the forms, indicating that approval by SoCC for inclusion in the core curriculum.

- • Titles of sections

Once CAPC has acknowledged receipt of the form, please sign and deliver to the Office of the Provost for final approval. The following information has been shared with the applicant regarding the approval process.

The approval form you submitted will now be routed through the following steps:

(1) The Chair of SoCC will sign the form and route it to the Chair of CAPC as an information item.

(2) The Chair of CAPC will sign the form and route it to the Office of the Provost.

(3) The Provost will provide final approval for the course section by signing the form. Records for core curriculum courses, sections and overlays approved by SoCC are kept in the Office of the Provost.

(4) A copy of your proposal will be added to the SoCC D2L course, which is made available to all Georgia College faculty.

At this point it would be advisable to begin working with the Office of the Registrar to begin the process for scheduling the course or section.