

# Subcommittee on the Core Curriculum Annual Report

2017 - 2018 Academic Year

**COMMITTEE NAME: SUBCOMMITTEE ON THE CORE CURRICULUM**

**ACADEMIC YEAR: 2017 – 2018 ~ PREPARED BY MARY MAGOULICK (CHAIR, FALL 2017)**

## COMMITTEE CHARGE

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**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)

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**Meetings:**      8-25-17              9-8-17              9-15-17              9-22-17              10-13-17  
                         11-10-17              12-1-17

**FORUMS:**      9-22-17 ~ Training Forum on how to propose Area B sections (~15 participants)  
                         9-29-17 ~ Discussion Forum on “The Rewards & Challenges of Teaching in Area B” (12 participants)

## EXECUTIVE SUMMARY

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- As in previous years the primary focus of the committee’s work was the review and approval of sections in Area B of the core (GC1Y & GC2Y), and revision of forms and procedures related to that process.
- SoCC approved the following Area B sections in Fall 2017:
  1. GC1Y: Can Video Games Matter: Video Games as Literature & Cultural Studies, Dr. Sofala-Jones (English)
  2. GC1Y: Fantastic Beasts and Protecting Where We Find Them, Dr. DeVore (Biology)
  3. GC1Y: Hooked on a Feeling: Emotion, Pop Culture, and Philosophy, Dr. Mosch (Philosophy)
  4. GC1Y – Critical Analysis of Education in America proposed by Dr. Harrison (CoE)
  5. GC2Y – Connecting Culture, Education, and History: Study Abroad in Ghana (for study abroad), Dr. Hope (CoE)
  6. GC2Y – Muslims in France (for study abroad), Dr. Manian (PALS; COAS)
  7. GC2Y: Politics, Power, and Tolkien, Dr. Edmondson (Political Science)
  8. GC2Y: Group Mind and Mental Prisons: Global Perspectives on Obedience, Dr. Knox (English; COAS)
  9. GC2Y: The National Parks Idea: A Global Phenomenon (for study away), Dr. Hobbs (Outdoor Ed; Kinesiology; COHS)
  10. GC2Y: Redefining Home: Immigrants and Refugees in Literature and Film, Dr. Stefani (English; COAS)

- We had a higher number of proposals for new Area B sections this semester than in recent years, perhaps as a result of the training seminars in how to propose an area B section held both the previous year and this fall.
- We also processed the following revisions to existing Area B sections:
  - Add a new psychology instructor, Stephanie Eileen Jett, to teach GC1Y section, Psychological Ethics
  - Add a new business instructor, Cynthia Orms, to teach a new section of Issues in International Business (note: it was not indicated on the form whether this is a GC1Y or a GC2Y)
  - Add 2 new instructors, Jamie Addy and Jeffrey Dowdy, to teach GC1Y sections of Research in the Age of Google
  - Approve a GC2Y section modification for Gender and Sexuality: South Asia. The title is being changed (to better reflect the content) to: HIV, Gender and Sexuality: South Asia.
- SoCC approved a proposal to add IDST 2050, Sustainability, to Area E of the core and then considered and approved a revision of the proposal (with a corrected syllabus), as requested by CAPC (who had the original motion returned by the Senate). The proposal was forwarded to CAPC
- SoCC organized and held two forums in the fall, one a training seminar for those interested in teaching Area B sections and one a discussion seminar for anyone already teaching (or hoping to teach) in Area B. Fifteen faculty and several SoCC members attended the training forum. Twelve faculty, including two SoCC members attended the discussion forum. Both forums seemed appreciated by those present. We recommend the new GEC host at least one of each sort of forum each year.
- SoCC was asked by COAS Dean Ken Procter to serve as a third party reviewer for a professor wishing to adopt her own textbook for use in an Area B section (Dr. Sunita Manian for GC2Y section HIV, Gender, and Sexuality in South Asia; the book is *HIV/AIDS in India: Voices from the Margins*, 2017). We discussed and approved this request, noting that we were not setting precedent for future reviews.
- The GC President required the University Senate to rewrite its bylaws this year to remove all curricular matters from the University Senate. Although SoCC was at first apparently overlooked in the revisions carried out in Fall 2017 (though our overseeing committee of CAPC was changed so as to no longer deal with curriculum – and renamed EAPC). Thus SoCC still technically existed at the start of 2018, and Dr. Brandon Samples was elected as chair, when Dr. Mary Magoulick’s professional leave began in January 2018. SoCC was informed in December 2017 (by the Provost) that we should suspend any work as of the end of fall semester, as the newly formed General Education Committee (the GEC) would be taking over our duties starting in 2018. Dr. Magoulick was elected during Fall 2017 to represent SoCC on the Task Force that the Provost’s office formed to advise about the nature and duties of the new University Curriculum Committee (the UCC) and the General Education Committee (GEC), which would replace SoCC. SoCC strongly urged that the GEC should follow as many of SoCC’s operating procedures as possible, and to also have a committee formulation (of membership) similar to that of SoCC, especially in terms of having representation from each area of the core (according to our Senate bylaws). We believe that representation on the GEC of faculty who teach in the core is crucial (and would be on any committee focused on core curriculum). Although this advice was taken (by the task force and the Provost’s office), and the document drafted and circulated explaining the new committees included calling for such representation, it is not clear that the new GEC does indeed have teaching representative members from each area of the core. SoCC strongly urges the Provost’s office and the new GEC to ensure such representation.
- 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 ~ FALL 2017

<u>Name</u>	<u>Representation</u>	8-25	9-8	9-15	9-22	10-13	11-10	12-1
Kay Anderson* Secretary	University Registrar (non-voting)	Reg	X	X	X	X	X	X
Nancy Beasley	CoAS, Areas A1, B1, C1	X	X	X	Reg	X	Reg	Reg
Jeff Dowdy	Library	X	X	X	X	X	X	X
Diane Gregg	CoE, Area B1	X	X	X	X	Reg	X	X
Natalie King	CoAS, Area C2	X	X	X	Reg	X	Reg	X
Mary Magoulick* Chair (F17)	CoAS, Area B2	X	X	X	X	X	X	X
Christine Mutiti*	CoAS, Area D1, D2, B2	X	X	X	X	X	X	X
Doug Oetter	CoAS	X	X	X	X	Reg	Reg	X
Brandon Samples Vice-Chair (F17); Chair (S18)	CoAS, Areas A2, D2	X	X	X	X	Reg	X	X
Patrick Simmons	CoB	X	X	X	X	Absent	Absent	Absent
Cara Smith	CoE, University Assessment Team & Provost's Appointee	X	Absent	X	X	Absent	X	Reg
Debora Stefani	CoAS Area A1, C1	X	X	X	X	Reg	X	X
Jeff Turner	CoHS, Area B1	X	Reg	X	X	X	X	X
Clif Wilkinson	Area E	Not yet apptd	X	X	Absent	X	Reg	Reg

\*Senators marked with an asterisk. Reg = Regrets sent

GUESTS at meetings included (all invited for meetings during which their proposals were under review): 9-15: Sunita Manian & John Harrison; 9-22: Isadora Mosch & Andrea Barra (new assessment team member); 12-1-17: Will Hobbs

### 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)

We urge the upper administration to follow the Task Force's recommendations for how to structure the new GEC (with members on that committee who teach in each area of the core). We also urge the appointment of a Chair to oversee Area B courses, or to train/encourage all Chairs on campus to take responsibility for the oversight of these courses for any faculty in their departments who teach them.

### AD HOC COMMITTEES AND OTHER GROUPS

- Two Ad Hoc committees were formed to organize the forums we held in the Spring
  - Forum A (Sept 22 Training Seminar): Mary Magoulick & Brandon Samples

- Forum B (Sept 29 Discussion Forum): Mary Magoulick & Cara Smith
- Vice-Chair/Chair Brandon Samples served again as our webmaster, maintaining our web presence.

## **COMMITTEE REFLECTIONS**

SoCC believes that it had achieved a level of stream-lined, successful reviewing of proposals, effective discussion forums and training seminars, and a useful and accurate website, just at the moment when we were told to disband and that our work was no longer needed (because the President and Provost wished to develop committees to do all curricular work outside of university Senate).

## **COMMITTEE RECOMMENDATIONS**

- SoCC hopes that the new GEC will continue our processes and overall commitment to supporting excellent Area B sections, which we see as crucially important to the core and to our liberal arts mission.
- Since SoCC has been disbanded and replaced by a new committee, we have no further reflections or recommendations to offer.

## **Recommend items for consideration at the governance retreat**

SoCC will no longer exist as of our disbanding in Spring 2018, therefore we have no recommendations.

## **Appendix: Committee Operating Procedures 2017-18**

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](mailto: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 Associate Provost’s Office after initial review by the Chair and the Dean of the appropriate department/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, PLACE] and you (and/or your chair) are welcome to attend this meeting. [LEAD Reviewer] will serve as your contact for the proposal review. I encourage you to review the materials posted at [intranet.gcsu.edu/socc](http://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 [TIME] in [PLACE]. I encourage you to review the materials posted at [intranet.gcsu.edu/socc](http://intranet.gcsu.edu/socc) for more details regarding the process including copies of the Course Approval Rubrics.

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## **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.

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### **Approval Notification**

To: Proposer

CC: Chair, Dean's Office, Provost's Office, SoCC, Matthew Buchanan, Chair of CAPC

SUBJECT: SoCC: Your [GC1Y/GC2Y] section 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 [GC1Y: Critical Thinking OR GC2Y: Global Persepctives].

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. **CAPC CHAIR Please sign the attached PDF and forward it to the Provost's office.**
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.**

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

Congratulations,

Mary Magoulick (Chair of SoCC)

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## **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.