

Minutes of the Carolina Core (General Education) Committee Meeting

September 13, 2011

12:30-2:00 p.m.

Thomas Cooper Library

Members Present:

Cheryl Addy, Mary Ellen Bellanca, Peter Binev (ex-officio), Pam Bowers (ex officio), Mary Ann Byrnes, Kenneth Campbell, Helen Doerpinghaus (Administrative Co-Chair), Don Edwards, Kris Finnigan (ex officio), Janet Hudson, Stuart Hunter, Carolyn Jones, Zach Kelehear, Sheryl Kline, Allen Miller, Joseph Rackers (Faculty Co-Chair), Teresa Smith, Irma Van Scoy, Jerry Wallulis (ex-officio), Virginia Weathers

Members Absent:

Elise Ahyi (ex-officio), Jim Burns, Kimberly Glenn, Gene Luna, Phil Moore (ex-officio), Patrick Nolan (ex-officio), Susan Parlier

Faculty Content Consultants Present:

Erik Doxtader, Sam Hastings, Ken Kelly, George Khushf, Camelia Knapp, Doug Meade, Wiebke Strehl

Handout materials:

- Agenda
- August 9, 2011 minutes – draft

H. Doerpinghaus announced that the Carolina Core website has been updated. The syllabus rubrics have been posted, as well as instructions for proposing a Carolina Core course. Information about the Carolina Core Forum set for Thursday is available on the site.

Zach Kelehear, professor in the department of educational leadership and policies, was introduced as a new member of the committee, representing the college of education.

Minutes of the August 9 meeting were approved, with three corrections to record of attendance.

H. Doerpinghaus described the plan for the Carolina Core Forum set for Thursday, September 15, at 11:30 in the Russell House Theater. J. Rackers will provide a brief history of the CC project, and K. Finnigan will demonstrate the electronic process for submitting proposals for Carolina Core designated courses and facilitate discussion on that topic.

K. Finnigan provided a demonstration of the CC course proposal forms and process. She said links to enter the process will be available on the Carolina Core and Academic Programs websites. Users will be asked to log in with VIPID username and password. Some key points from the demonstration:

- users will be able to see any proposals they have created, in one section of the screen, as well as proposals that have been submitted for review, in another area of the screen
- reviewers (faculty content consultants) will receive email messages alerting them to new proposal submissions
- as a proposal moves through the review process, users (proponents and reviewers) will be able to view the names of reviewers and dates reviewed
- the process has two tracks – one for new courses, and one for existing courses that wish to add a Carolina Core designation
- process allows for providing information on course pre-requisites and/or enrollment restrictions
- proponents will be asked to provide a “prototypical” syllabus – with key elements that will be constant for all sections of the course
- a link to a sample syllabus will be provided
- users can stop and save work, and resume the process later

- for reviewers, all necessary documents should be available in the system
- It was suggested that audio instructions might be helpful

Questions on the following issues will be resolved and explanations provided for course proponents:

- Variable credit options for CC courses
- Timelines for the full process – department>college>CC>Faculty Senate>posting in bulletin, etc.
- Policy regarding “grandfathering” of existing courses used for general education credit, to allow for adequate enrollment options as CC is fully implemented
- Course numbering, suffixes, CC indicators

The timeline for implementing the electronic proposal process is as follows:

Sept 15	Demonstrate at Carolina Core Forum
Sept 15-30	Beta Testing
Oct 1	Proposal process goes live
Oct 15	Approval process goes live

H. Doeringhaus will arrange a meeting with specialty team chairs to discuss the proposal review / approval process.

The meeting adjourned at 2:05 p.m.

The next Carolina Core meeting will be October 11, at 12:30 in Room 204 of the Thomas Cooper Library.

Submitted by Pam Bowers.