**Agenda for the UCA Core Council**

**To:** Jim Deitrick, Mary Beth Sullivan, Carl Olds, David Welky, Kim Eskola, Cindy

Shelton, Joe McGarrity, Susan Gatto, Carey Smitherman, Charles Watson, Patty Phelps, Wendy Castro, Kurt Boniecki

**From:** Joanna Castner Post

**Date:** September 3, 2013

**Subject:** UCA Core Council Agenda

The next meeting is September 19 at X period.

1. Our charge and goals for the year:

* review packet of proposals for each program for upper-division + capstone
* UCA Core assessment rubric pilots (new tool + extended time line)

1. Resolution to restructure UCA Core (status)
2. Election for Secretary position
3. Committee assignments

**Curriculum Review Committee I (see Appendix A for Curriculum Review Committee information):** Jim Deitrick (Chair), Mary Beth Sullivan, and Carl Olds. Charge for next meeting—develop a well-explained definition of the Core competency \**diversity*. This definition will help guide departmental curriculum development, our review of the lower and upper-division Core proposals, and the revision of the assessment rubrics.

**Curriculum Review Committee II (see Appendix A for Curriculum Review Committee information):** David Welky (Chair), Kim Eskola, and Cindy Shelton. Charge for next meeting—develop a well-explained definition of the Core competency \**responsible living*. This definition will help guide departmental curriculum development, our review of the lower and upper-division Core proposals, and the revision of the assessment rubrics.

**Curriculum Review Committee III (see Appendix A for Curriculum Review Committee information):** Liberal Arts representative replacing Jeff Allender, Joe McGarrity (Chair), and Susan Gatto. Charge for next meeting—develop a well-explained definition of the Core competency \**critical inquiry*. This definition will help guide departmental curriculum development, our review of the lower and upper-division Core proposals, and the revision of the assessment rubrics.

**Curriculum Review Committee IV (see Appendix A for Curriculum Review Committee information):** Carey Smitherman (Chair), Charles Watson, and Patty Phelps. Charge for next meeting—develop a well-explained definition of the Core competency \**effective communication*. This definition will help guide departmental curriculum development, our review of the lower and upper-division Core proposals, and the revision of the assessment rubrics.

\* Note: In developing the definitions, please consult the “General Education Taskforce Report,” the assessment rubrics to be piloted, the “[UCA Core: GEC Recommendation](http://uca.edu/gened/files/2013/01/uca-core-gec-recommendation.pdf),” the “[UCA Core: Mission, Values, Goals, Outcomes](http://uca.edu/gened/files/2013/01/uca-core-mission-outcomes.pdf)” document, the lower-division Core check sheet, the proposal form for expedited review of lower-division Core courses, and the proposal form for expedited review of upper-division and capstone courses. All of these documents are on the UCA Core web site: [www.uca.edu/gened](http://www.uca.edu/gened).

**FYFS Committee (see Appendix B for FYFS Committee information):** Carl Olds (Chair), Kim Eskola, (more to be announced). Charge: Work with a small group of FYFS instructors to revise the assessment rubric for teaching about general education and the UCA Core structure. More specifics to be announced soon. This will begin after September 12.

**Appendix A:** **Curriculum Review Committees**

One of the main goals of the UCA Core Council this year will be to review the expedited proposals for programmatic Core designations for upper-division and capstone courses. Become reacquainted with this process by going to the UCA Core Council web site ([www.uca.edu/gened](http://www.uca.edu/gened)) and scrolling down on the homepage to see the UCA Core structure graphic—it looks like a Grecian temple. Last year the General Education Council worked with programs to put the lower-division Core in place—that is the 38 hour foundation you see at the bottom of the Grecian temple.

This year, we will be working with programs to implement the upper-division and capstone component of the UCA Core. Students must take 3 hours in each Core competency at the upper-level (critical inquiry, diversity, effective communication, and responsible living). Then they must take a capstone course (from 1-6 hours) that will be assessed for effective communication and critical inquiry. Each upper-division course can be designated with up to two Core competencies. Programs will likely want to designate courses in the Core to help their majors graduate within the state-mandated 120 hour time frame. However, some programs will not be able to design courses with particular designations due to their disciplinary focus. In that case, students will take those hours from another program, likely in the course of completing their minor.

As a result, the UCA Core Council will be reviewing a great deal of curriculum this year. Please review the expedited form for upper-division and capstone courses for more details (click on Forms from the UCA Core web site). We are working with a tight time line. Those programs that are not creating new curriculum will be able to use the expedited process outlined on the form described above. These areas are encouraged to fill out the forms for their entire program and submit in one packet, so the Council can review the programmatic designations as a whole. The ideal time line for submitting this paperwork to the UCA Core Council would be early October, so there might be a chance that the Council could work through the many proposals in time for them to be implemented in the Spring of 2014. Changes to the Undergraduate Bulletin are due in early January, and curriculum would have to be ready to post then to be implemented this spring. Those programs creating new courses will not likely be able to meet this deadline because they will have to go through the entire curriculum review process, but they should plan to have their new curriculum through their college by the end of this semester to meet the hard deadline of curriculum implementation: Fall 2015.

In an effort to facilitate our workload, we will follow the curriculum review process instituted by Undergraduate Council. The UCA Core Director will gather programmatic proposals and assign them to one of the Curriculum Committees at least seven business days before each Council meeting. **Due to the workload and tight time line, the UCA Core Director will send proposals as she receives them, so be prepared to receive proposals before and up to the deadline.** **She will make an effort not to overload the committees.** The designated Chair of the committee will lead committee discussion via email or face-to-face about whether or not the elements of the proposal are correct and fitting for the definitions of each Core competency. If there are questions only the Chair of the proposing department can answer, the Chair of the Curriculum Committee will solicit the appropriate information and convey it to the committee. **The goal will be to solve problems with the proposals before they reach a vote in the larger Council.** Please be prepared to work with department chairs to make proposals ready for the vote. Once all information has been gathered, and the Curriculum Committee has discussed the issues related to a proposal, the Chair of the Curriculum Committee should take a vote of the Committee members. This can take place via email.

Chairs of Curriculum Committees should then be prepared to make a short presentation to the rest of the Council to explain the designations and issues discussed amongst the Curriculum Committee members as well as the result of the Committee’s vote**. Please be as detailed as possible, so the entire Council can understand the issues clearly.** The Chair of the Curriculum Committee will explain whether or not his/her committee recommends approval. Ideally, department chairs will also be present at the meeting to answer other questions that may arise from Council members on other committees.

**Appendix B: FYFS Committee**

The FYFS Committee will be responsible for reviewing the FYFS program, curriculum, assessment rubrics, policies, and procedures.