

## Baccalaureate Core Committee

October 14, 2015

### Minutes

Voting Members Present: Dennis Bennett, Gerd Bobe, Bob Brudvig, Susie Dunham, Kevin Gable, Steve Giovannani, McKenzie Huber, Bill Smyth, Rorie Spill Solberg, Ariella Wolf

Ex-officio Members Present: Nana Osei-Kofi (DPD), Tracy Ann Robinson (WIC)

Guests: Henry Heath

**Category II Training Overview** – Susie will send an email with assignments and links. Go to the Curriculum Proposal System (CPS), select Baccalaureate Core Committee, then click Search to find the assigned proposal(s); review the proposal (there are currently 21 pending proposals); proposals must contain a syllabus and proposers must respond to questions (click on Show All Questions); may be helpful to have both the Syllabus Checklist and Syllabus open at the same time; reviewers may insert questions and write notes for the BCC to discuss (so reviewers don't need to remember what they wanted to discuss).

If you're doing a review for the first time, contact either Rorie or Susie.

Susie will assign proposal reviews. Contact Susie if the proposals contain a conflict of interest – reviewers should not be reviewing proposals from their unit, or if action on the course either benefits or will harm you. Bacc Core courses are intended to serve students across campus, if the reviewer can't understand the proposal, then likely students will have the same issue.

### Category review

- i) Overall goals & description of the categories to be reviewed this year – Western Culture, Cultural Diversity, and half of the CLA WIC courses
  - When reviewing, ensure that the proposals are still appropriate for the category – there can be 'syllabi drift' when several instructors have taught the course since it was approved for Baccalaureate Core inclusion.
  - Fall term will focus on Category II proposals, then in November there will be a training session for how to approach Category Reviews.
- ii) Overview of what information we will have: SharePoint site (IR data and unit responses), Qualtrics response system
  - If there are problems logging in to SharePoint, contact Heath Henry.
- iii) Hold Overs from last year
  - Kevin Gable will focus on hold-over proposals from last year.
- 4) DPD criteria & reviews - Nana Osei-Kofi
  - Nana distributed and briefly reviewed DPD outlines and course criteria, shared language (terminology), reviewer checklist, and learning outcomes
  - One thing to note is that the DPD Statement should be worded exactly as stated.
  - There is a complimentary preliminary review by the DPD Advisory Committee prior to the BCC receiving the proposal.
- 5) WIC Criteria and Reviews – Tracy Ann Robinson

- Tracy Ann distributed the documents 'Writing Intensive Courses (WIC) Outcomes, Criteria, & Rationale' and 'Qualities Of A Strong WIC Syllabus and Proposal'.
  - In order to graduate, students must take an upper level division WIC course in their major.
  - Contact Tracy Ann if any of the distributed information is unclear.
- 6) Approve Eset questions for Social Processes and Institutions and Literature and Arts Category Reviews for 2016-2017 (see attached document.)
- Students will receive the attachment for Bacc Core courses and the BCC will receive aggregated data for the category from the student responses
  - WIC questions are the same as last year.
  - Susie will send an email requesting approval or disapproval, or questions, be forwarded to Heath Henry.
- 7) CAT II Review: ECE 441
- This proposal was projected and discussed to show the new members what elements to look for in a proposal.
  - The members present approved the proposal pending inclusion of the DAS (Disability Access Services) statement and adding an explicit statement indicating that the course fulfills the WIC requirement. Susie will approve the proposal when corrections are made.