

## Minutes

### Core Curriculum Meeting

November 14, 2014

Killam Library De La Chica Room

**Members Present:** Frances Bernat, Patricia Cantu, Rohitha Goonatilake, Conchita Hickey, Kevin Lindberg, Carlos Lozano, Veronica Martinez, David Milovich, Bernice Sanchez, Deborah Scaggs, Mary Trevino.

**Members Absent:** Manuel Broncano, Lorraine Dinkel, Wendy Donnell, Juan G. Garcia, Ray Garza, Michael Kidd, Bede Leyendecker, Mark Menaldo, Tom Mitchell, Dan Mott, Paul Neimeyer, Marivic Torregosa, Richard Wright, Marcus Ynalvez

**Approval of Minutes:** D. Scaggs moved and D. Milovich moved that the minutes be approved. Motion passed.

**COMM 1311:** The issue that dually enrolled students have and are taking COMM 1311 for the core and not COMM 1315 which is the course in the core was discussed. Dr. Lozano indicated that there was not plan in place to include COMM 1311 in the core. The recommendation was that students opt for an earlier catalog year that included it, the most recent one

**Survey Monkey:** Discussion took place regarding the use of Survey Monkey for the collection of data. D. Milovich requested that we consider using EXCEL for data entry but K. Lindberg clarified that the Office of Institutional Effectiveness could not handle the work load it would take to centralize the data and compile reports as easily as Survey Monkey does. Nonetheless, both V. Martinez and K. Lindberg indicated that they were looking for better alternatives.

**SPAN 2307:** It was brought to the committee's attention that the Department of Humanities requested that SPAN 2307, Spanish Creative Writing, be removed from the core because it is not offered regularly enough to warrant its inclusion. F. Bernat moved and C. Hickey seconded that this course be removed from the core curriculum. Motion passed. The request will be made to the Coordinating Board when such requests are entertained in Spring 2015.

**Core Assessment Guidelines:** C. Hickey reviewed the guidelines drafted to help faculty and department chairs complete the core assessment in a reliable and timely manner. These recommendations were reviewed by those present. Discussion followed. D. Scaggs shared that the Department of Humanities has identified a committee that will review the randomly selected artifacts (essays, videos, etc) created by students in all their departments' core courses. K. Lindberg indicated that how each department determined to assess their artifacts was their choice as long as a process existed that would ensure the reliability of the readers'/assessors'. This entails a calibrating session and such an example is included in the guidelines.

The final dates for submission for fall and spring semesters are the last Friday of January and the last Friday of May. These were approved.

Sampling guidelines were reviewed as well, these included sampling procedures for small and large classes, single or multiple sections. In no case should a sample include more than 100 artifacts, then C. Hickey will distribute the guidelines to the Core Curriculum Committee members and the department chairs.

C. Lozano reminded the group that reviewing the assessment data would be very beneficial to the department. If the results are negative, then this would be useful data to improve instruction.

D. Milovich asked if real numbers could be used to assess, such as 2.5 for example. Discussion followed. The consensus at this point was that only the use of whole numbers was possible because of the use of the rubrics and Survey Monkey.

**Adjournment:** C. Hickey moved and K. Lindberg seconded to adjourn. Motion passed.