**UK Core Education Committee (UKCEC)**

**September 9, 2013**

**Room 107 Breckinridge Hall, 2:00-4:00 pm**

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| **Members Present:** |  | **Ex Officios Present:** | **Guests Present:** |
| Jonathan Allison | Bill Endres | Mike Shanks | Leah Simpson |
| Ruth Beattie | Amy Gaffney | Debbie Sharp | Chris Thuringer |
| Russell Brown | Nancy Jones |  |  |
| Heather Bush | Juliana McDonald |  |  |
| Tracy Campbell | Ben Withers (Chair) |  |  |

1. Approval of minutes from August 26, 2013 meeting

Approved by consensus.

1. Review course approval process

New Course or Course Change proposals in eCATS:

* Courses submitted for UK Core will route to the appropriate Area Expert’s workflow inbox in eCATS
* AEs should contact Joanie to have course added to the course tracking table
* AEs perform initial review of course and can contact the proposer for revisions, if necessary
* AEs will send Course Review form and syllabus to two outside reviewers and ask for comments to be returned within a 1-2 week period
* AEs should send completed reviews to Joanie and Ben
* Course will be added to consent agenda for the next UKCEC meeting; if the next meeting is less than one week away, course will be added to the next agenda after that to allow other members sufficient time to review

Identifying outside reviewers:

* UKCEC should develop standard language that can be used by AEs when contacting potential reviewers
* AEs can use contacts in their area who have taught a UK Core course before – consider contacting potential reviewers early in the semester to request their help if needed in the future
* Their review should take relatively little time (20-30 minutes) – they are looking for evidence in the syllabus that the course supports the learning outcomes
* Letter from Associate Provost will be sent to recognize reviewers for their effort

1. UKC course review

Course review process:

* Experimental courses, may not exactly fit the learning outcomes – UKCEC should still communicate with the proposer to alert them to potential deficiencies so that the course can be approved for UK Core later
* The UKC Course Submission form, Course Review form, and syllabus will be circulated to UKCEC members via email (UKC courses are processed outside of eCATS)
* Members will have 48 hours to review and reply with comments
* Associate Provost will make final decision after reviewing member comments

New UKC course proposal: “Why Do We Love Facebook?”

* Proposed for Humanities, spring 2014
* Revisions to be requested:
* Expand writing requirement – currently only one 3-page group report
* Studying Facebook provides no historical component – explain how this outcome will be addressed
* All work is group work – add individual work, or assign individual grades within group work
* UKCEC will conduct another review when the syllabus has been revised

1. Information Literacy requirement on Course Review forms

* Overview of what each Course Review form currently states regarding information literacy component
* A brief definition of information literacy should be included on each form
* Debbie Sharp will provide
* Members should suggest modifications to the current information literacy component on each form

1. UK Core Summit agenda

State of the Core:

* Introduce UKCEC members
* Senate Rules update
* SACS feedback
* Course approvals totals by area
* Core enrollment

Assessment update:

* Schedule
* C&C assessment update
* Citizenship assessment update

Innovation in the Core

Past investments in the Core

Financial model and the Core

* Melody Flowers will attend
* UKCEC members to weigh in on concerns and how the Core may be affected

1. Meeting adjourned at 3:50 pm.

Prepared by Joanie Ett-Mims on September 11, 2013