

Minutes for the Called ***Carolina Core Meeting***

November 15, 2016, 12:30-2:00 pm

Thomas Cooper Library, Room 204

**Members Present:** Joseph Askins, Susan Beverung, Nancy Buchan, Ron Cox, Rob Dedmon, Helen Doerpinghaus (Administrative Co-Chair), Kris Finnigan (ex-officio), Daniel Freedman, Andy Gillentine, Chris Holcomb (Faculty Co-Chair), Cliff Leaman, Manton Matthews, Douglas Meade, Donald Miles (ex-officio), Alfred Moore, Ginger Nickles-Osborne, Claire Robinson (ex-officio), Ed Munn Sanchez, Andrea Tanner, Jennifer Tilford (ex-officio)

**Members Absent:** Pam Bowers, Sara Corwin, James Cutsinger, Augie Grant (ex-officio), Brian Habing, Kathleen Kirasic (ex-officio), Gene Luna, Chris Nesmith, Kathy Snediker (ex-officio)

**Specialty Team Chairs Present:** (Joseph Askins), Mindy Fenske, (Chris Holcomb), George Khushf, Leah Miller (for Judy Kalb), Adam Schor, Shelley Smith, Jeff Wilson

**Specialty Team Chairs Absent:** David Hitchcock

**Guests:** Sabrina Andrews, Sandra Kelly, Mackenzie King, Sara Williams

Welcome and Introductions (Chris Holcomb)

Review of Specialty Team Membership

AIU Specialty Team Chair still needed.

Approval of Draft Minutes

Minutes were approved from the September 13, 2016 meeting.

Update on Faculty Senate actions and Bulletin Changes (Kris Finnigan)

Kris gave an overview of the status of the 9 Carolina Core courses that were submitted to Faculty Senate for transfer equivalency changes. All 9 passed at the Curricula and Courses Committee on November 14, 2016. The Bulletin text regarding transfer equivalency was already approved by Faculty Senate on November 9, 2016.

Carolina Core Committee members are asked to communicate to faculty: this change, the research that went into the decision for full transfer equivalency for these courses, and how costly it would be for the University not to make this change. Chris Holcomb offered to help communicate the research behind the decision to anyone who has questions. Doug Meade also added that it may be helpful to refer to the two tables provided previously by Aaron Marterer that display the data from the research that influenced this decision. Members were also reminded that the Curricula and Courses Committee does not govern Carolina Core courses, and the AADC did not generate these actions regarding transfer equivalency.

It was suggested that the ongoing assessment process has drawn attention to the actions of the Carolina Core Committee. The greatest concern seems to be with AP and IB course transfer equivalency and that incoming transfer courses do not go through the same approval process as USC courses for Carolina Core. Faculty are also concerned that new courses that are approved for Carolina Core will not go through the same research process for determining full transfer equivalency. Additionally, it was mentioned that there is interest in teaching new Carolina Core-approved courses from various departments, but the process in developing the course and getting approval for Carolina Core seem quite involved.

Update on Major Maps (Jenn Tilford)

Handout: Program of Study

Major Map Repository: [http://sc.edu/about/offices\\_and\\_divisions/advising/advising\\_toolbox/majormaps.php](http://sc.edu/about/offices_and_divisions/advising/advising_toolbox/majormaps.php) (USC credentials required)

Jenn is the Curriculum Coordinator and makes 8-semester major maps that sequence courses and show a clear path to graduation. The maps assume that a student has no previous college credit, in order to show all requirements for a degree. An outline was developed to standardize the components of a Program of Study. There are four components: Carolina Core, College Requirements, Program Requirements, and Major Requirements. The Carolina Core was intended to be the same for all majors, but currently on the Bulletin many colleges list “Carolina Core Plus,” which includes additional requirements. Those additional requirements are being moved to either the “College Requirements” or “Program Requirements” component of the program of study. Currently there are 60 major maps created—33 are approved by the departments, 27 are still under review. The review process involves working with a contact person in the department to assure that the major maps correctly

reflect curriculum and advising practices. A first draft is created by the Curriculum Coordinator for the department, and then the department is contacted for review. Once unofficial approval from the department is obtained, the final draft is sent to Kris Finnigan for college approval. The major map repository website will be live on November 16, 2016.

#### Assessment Review (Donald Miles)

Handout: Carolina Core Fall 2016-Spring 2017 Assessment Schedule

Donald went over the schedule for the assessment process for this fall. ARP, CMW, and GHS are collecting data. ARP and GHS are also reviewing and assessing student artifacts, or assignments, which are collected through Blackboard. OIRAA is processing data from the review and assessment of student artifacts from spring 2016.

#### **Important dates:**

AIU, GSS, INF, and GFL will be doing data collection in spring 2017. On **November 18, 2016**, the specialty team chairs will receive a list of the faculty that will be teaching the courses to be assessed next semester. This list is obtained from a Data Warehouse report, which will need to be updated in January after all instructors have been assigned to courses. It was suggested that the Department or Program Chair also be included on the notification list, as some components encompass various departments. Donald asked that specialty team chairs email faculty on the list to give an update and prepare them for what they will be expected to do next semester. Donald has an email template that he will provide for chairs to use when emailing faculty.

Concern was raised about students submitting assignments with their names included, but Donald shared that there is technology to address this or by having students submit work without a name a second time for artifact collection.

By **December 12, 2016**, OIRAA will need a list of Specialty Team Chairs and all members.

**December 14, 2016:** AIU, GSS, INF, GFL need to provide any updates to rubrics and select and identify the assignments to be used for each section. OIRAA will provide the current rubric to the faculty in the email being sent out on November 18<sup>th</sup>. The rubrics are also on the Carolina Core website. Donald stated that the rubrics may have had some recent changes, but Helen will update those after Donald provides the updates. Concern was raised about having assessments prepared in December for the spring semester. Donald stressed the importance of having faculty think now about which assignments will be collected. The actual assignment doesn't yet have to be created. An email will go to faculty to find out what they are labeling their assignments and when they plan to collect those assignments.

#### **Spring 2017**

AIU, GSS, INF, and GFL will be collecting data. VSR and SCI have artifacts that were submitted in spring 2016 and those will be reviewed. CMW student artifacts will be reviewed. GHS will also be reviewed, but by the second rater from fall 2016 data collection.

Collection and review will always be happening on a rotating basis. The amount of labor required of the Specialty Team Chair depends on the team and what the team wants to do. Donald and his team understand that the assessment process may need to vary per specialty team to make it more meaningful for them. For example, GHS wanted faculty members to be assigned by those with expertise in the area of the assignment.

Those who have reviews in the spring should think about finding raters now, at least 10 faculty members. There are always 2 raters, but 3 would be ideal to have inter-rater reliability. The number of raters needed depends on the sample size collected from the student population for the assessed component. The goal is 90-95% level of confidence, with only a 5-10% margin of error. Rater training will be done with all raters, and raters are welcome to come back after a break to complete the rating of their assignments. Doug would like there to be documentation of the process, showing the responsibilities involved, as a way to help with recruiting those to be raters and those for the specialty teams. Helen encouraged those on the CC Committee who haven't yet been to a training to attend one in the next year to be able to better understand what is involved in the review process.

**January 20, 2017:** Specialty team chairs that are doing data collection will be contacted and asked to send out information with instructions and the rubric to instructors.

**February 3:** Calibration/rubric/reviewer training for areas (VSR, SCI, CMW, and GHS) reviewing/assessing student artifacts.

### Other Business (Helen)

Claire Robinson discussed how major maps and DegreeWorks will work well together with the standard Program of Study. The training team in the UAC has also developed Level I Advisor Training with an entire training section on the Carolina Core. Information on training:

Carolina Core Terminology:

<https://mix.office.com/watch/9l06sdmc3lht>

Carolina Core Overview:

<https://mix.office.com/watch/1nfa8h08ort3i>

Carolina Core Advisement:

<https://mix.office.com/watch/gctiqf4fzqz2>

Also, if there are any Professional Staff Advisors who are interested in going through the entirety of training, below is the link to the Wufoo form they would fill out for access.

<https://universityadvisingcenter.wufoo.com/forms/z1t5nbcp0uyppvx/>

The question was raised about when the newly approved transfer equivalency policy can be put into practice. Helen responded that it is really up to individual colleges to make a determination of whether or not they will wait until fall 2017 or go ahead and adopt the policy for current students. It was suggested that the college practices be shared.

Helen brought up the Reinvention Center convention that took place last week in Washington, D.C. Andrea Tanner and Claire Robinson attended the Reinvention Center and shared their experience. Diversity, advising, and experiential learning were discussed among the attending universities at the convention. USC is a leader in these areas.

Dan Freedman, Social Work, has a few courses that could possibly be included in the Carolina Core, but wanted to know the advantages and disadvantages of doing so. Doug shared that the course would need to be open to most students at the University. More students interested in the courses, and possibly attracting new majors would be advantages, but the negative side would be the institutional assessment process and all that's involved. It could also create a need for more faculty as enrollment increases. Helen added that as a professional school, Social Work would already be used to the assessment process.

Helen and Susan shared information about Inter-Professional Education for the Health Sciences. The idea is to have students start exploring the area of Health Sciences at an earlier point in their education to see which area of health may be of interest, and Social Work could be an area of interest. More CC approved courses could help with providing more options to students. There will be enhanced advising to help with these students trying to decide on an area within health sciences. A living/learning community is planned as well.

### Conclusion (Helen)

Next meeting on February 14. The meeting was adjourned at 1:55 p.m.

Respectfully submitted by Jennifer Tilford.