

**CCC Meeting Agenda**  
**March 13th, 2013**  
**2:30–4:00pm, BJW 213**

Present: Jim, Rebecca, Jennifer, Paul, Chris, Sharon, Greg, Richard, Cynthia, Ed

1. Chair's Updates

(a) Future Meeting Locations

April 3rd, FAH 100

April 17th, Founder's Dining Room

May 1st, Filippi Conference

May 15th, Filippi Conference

(b) Meeting Times for 2013-14: Tuesdays 3:00–4:30.

Please save these times on your schedule. We will meet approximately every two weeks. Dates to be determined later in the spring.

(c) Elections for CCC

Two positions on the ballot. Both 3 year elected. Liberal Arts (replacing Ed) and Science (replacing Rebecca).

Assumed open Working Group chair positions are Theological Understanding, Mathematical and Scientific Understanding, and Common Good - Community Engagement.

(d) Designations Issues. The following issues have arisen this spring, and have been discussed by the CCC over email.

- Topics Courses

May courses listed under Topics numbers receive designation? No. We need UEPC approval of courses, not departmental approval.

- Experimental Approval

May courses listed that have received UEPC experimental but not permanent approval receive designation? Yes. But it is only good for one year (the length of the UEPC approval).

- New Faculty and Out-of-phase proposals

May new faculty submit courses for designation out of phase? May current SMC faculty submit courses for designation out of phase? No: we will have one standard approval process each year.

- Catalog Names.

There were many many errors in what proposers gave as their course titles. We will need to do better job checking these next year.

- Math 13

The Math Department has not proposed Math 13 for Mathematical Understanding designation, but Rebecca and Jim would like to see this happen.

After discussion, which referenced that this is a full credit course which likely transfers out from SMC as a math course, Jim & Rebecca are to approach Chair Chris Jones & Dean Roy Wensley about Math 13.

There is a jurisdiction question here. Can the CCC designate courses without a department's approval? If not, then departments hold a veto power, and this seems inappropriate. Otoh, by designating a course the CCC would be 'requiring' a department to teach certain learning outcomes, which it may not approve of, which also seem problematic.

(e) Jan Term 2014 applications

The Jan Term application website includes information about applying for Engaging the World designations.

(f) 2013-14 Catalog of Courses

Jim is working with Frances to update the Catalog description of the Core and the graduation requirements of the Core. Designated courses are likely to be indicated by a phrase like "Satisfies the Artistic Understanding Learning Goal."

(g) Sustainability Designation

The Faculty Working Group of the Sustainability Committee has sent out an email advertising the designation of courses as Sustainability Focused or Sustainability Related. The obvious potential of confusion with this and the CCC designations was noted. Jim will be contacting the chair(s?) of this group.

(h) Fall 2013 Flyer

The draft Fall 2013 Flyer was briefly discussed. Among the points made were:

- Indicate that additional courses would be available in Jan Term and Spring.
- Put a a master list on the CCC page. Also on the public page.
- Send around one pager of goals for advisors. And a one pager of grad requirement.
- The pages seem out of order. Fix Page 1 & page 2 to be alphabetic.
- For instructor specific sections: put an asterisk which means "Only some sections qualify. See webpage for details".

## 2. Other Updates

(a) Cummins Institute: Richard.

Richard indicated to the Cummins Institute the CCC desire for their assistance in growing Common Good courses. They were thrilled, charmed, very happy, and will be getting back to us.

(b) BALOS & LEAP: Greg

Nothing seems to be happening. We need to push harder.

(c) CE recruiting: Cynthia

CE Training for Fall 2013 and spring 2014. Lots of faculty interested. Expect on March 18th to get a sizable number of interested faculty.

What is the required prep for new CE instructors?

- There will be ‘re-boot’ of updating on new legal and logistics for the experts. (‘Expert’ here means anyone who has previous pedagogical training in CE) This is absolutely required.
- Folks new to CE need 10 hours training. Is this too much? Can we demand pedagogical training, or only encourage? After discussion, it was decided to sell the training as time a person should expect to spend building the course anyway. The training will guide the faculty member through the course development process, and give them a stipend. They should want to do it! (But it is not, strictly speaking, required.)

(d) FYAC design task force: Rebecca

Next year will be much like this year, endorsed by the Senate. Will be a formal proposal with options for first-year advising

(e) Seminar: Jennifer

Second Cohort underway. About 65 folks total among the cohorts. Seminar 2 reading list complete and Seminar 3 to be taken up next year. Seminar 4 in fall 2014.

(f) SHCU assessment: Jennifer

Artifacts collected, norming and scoring in January, 40 papers in 13 courses. Very informative day. Draft report distributed to WG and to CCC. The process to this point has been very successful. The CCC was asked to carefully read the draft report in advance of our next meeting.

Jennifer and Chris reported on the SHCU WG’s discussion of the draft report: They want to remind the community what SHCU means – meeting the LOs in the courses. That improvement in pedagogy is what the WG is most interested in – how to inform and help departments do better?

Chris accented the need to choose a very small number of issues to push forward to the community arising from the report.

Jennifer noted that members of her WG raised issues of workload. Some related to Core (serving on WG’s, doing course proposal, WID & CE & Seminar faculty development expectations). Others feeling new (departmental assessment). Jim is to send a note to the Provost and Senate Chair about this.

(g) Institutional Learning Objectives: Richard

Degree and institutional level LO’s are now necessary, to address the question, What does it mean to be an SMC degree? A draft of such is with the UEPC, and will perhaps be discussed in March.

### 3. Working Groups & Continuous Improvement

Chris distributed a draft guide. He and Jim discussed the need to assess each of the Core learning outcomes eventually (here, assess means the full artifact - norming - scoring - report loop), and we will have a schedule to organize this. During the other years the CCC hopes to have WG's engage in a some WG-chosen process that will result in the continuous improvement of the learning in their goal.

WG chairs are to distribute this guide to their members, and begin a conversation about this. The responses will be discussed at the April 3rd meeting.

### 4. Use of Community Time

Should the CCC reserve one community time per semester to devote to community-wide discussions? This was thought a good idea, and Jim is to look into it.

### 5. Designation Renewals and Program Review Committee Cycle. Not discussed.

### 6. Non-course EtW Experiences – need to provide some guidelines. Not discussed.

### 7. Parking Lot

- (a) Core and R&T and Departments: How does participating in the Core become a regular obligation of the faculty? A regular obligation of Departments?
- (b) Cross-listing of Courses: Are there any issues here to worry about? For EtW, likely not. For PtK?
- (c) Mission Integration: Common Good, Mission & Ministry, Cummins Institute
- (d) Petitions: Suppose a student petitions for designation-credit for a course that a department has declined to propose. Can we give designation 'over the head' of a department?
- (e) Jan Term integration
- (f) .25 credit course issues
  - i. Can the Artistic Understanding Creative Practice .25cr requirement be met in January Term?
  - ii. Is it possible to have four .25 cr courses total toward an Artistic Understanding?
- (g) Other?