

Minutes for the *Carolina Core* Committee Meeting  
April 14, 2015, 12:30-2:00 pm  
Thomas Cooper Library, Room 412

**Members Present:**

Karen Brown, Mary Ann Byrnes, Kenneth Campbell, Ron Cox Kris Finnigan (Administrative Co-Chair, Andy Gillentine, Kimberly Glenn, Brian Habing (ex-officio), Manton Matthews, Chris Nesmith, Joe Rackers (Faculty Co-Chair), Christine Sixta Rinehart, Nicole Spensley (ex-officio)

**Members Absent:**

Pam Bowers (ex-officio), Sara Corwin, Daniel Freedman, , Stuart Hunter, Allison Jacques, James Kellogg, James Knapp (ex-officio), Gene Luna, Carolyn Jones, Carrie Linder (ex-officio), Kimberly Simmons

**Specialty Team Chairs Present:**

Shelley Smith

**Specialty Team Chairs Absent:**

Alexander Beecroft, George Khushf, Mary Robinson, Pat Gehrke, Sam Hastings, Chris Holcomb, Camelia Knapp, Doug Meade, Saskia Coenen-Snyder

Joe Rackers called the meeting to order. Members approved the November 2014 minutes without change. The March 2015 minutes were approved with minor changes.

Nicole Spensley reported on *Carolina Core* Assessment results for Global Citizenship and Multicultural Understanding-Social and Behavioral Sciences (GSS). Nicole distributed a summary of the assessment and explained the results. There has been some difficulty with scheduling assessments during the semester, especially during finals week, due to having to navigate so many schedules.

Shelley Smith reported that the pilot process was frustrating due to GSS being such a broad area, but that a larger issue is that faculty members are confused about the assessment process. Shelley noted that several things contributed to the unsatisfactory assessment, such as the rubric needing some work, difficulty in finding *Carolina Core* documents on the website and instructors need help from departments with becoming more familiar with the rubric.

Joe Rackers suggested that units teaching *Carolina Core* courses add the rubric to their own websites. Mary Ann Byrnes agreed with Joe's suggestion that the rubrics be made public because it would be helpful for faculty to see what others are doing. Mary Ann suggested that a memo be sent to unit chairs two months prior to the pilot. The memo should explain the process, direct them to the *Carolina Core* website, and include a contact person if they need additional information.

Shelley advised that units will need to pay close attention to what assignments are given during the assessment. Some assignments did not work for the purposes of assessment.

Kris updated the committee on the draft revision of the Undergraduate Bulletin policy on Transfer Credit and the *Carolina Core*. Loren Knapp's office needs additional time to revise the policy. If the committee meets in June, the policy will be discussed then. If not, it will be sent out electronically for review.

The Committee discussed the *Carolina Core* website revisions. Kris explained that the website was initially built to get courses approved. The revisions will focus on making the website more useful to faculty, advisors, and students. Suggestions were made on how to make the website easier to use. Some of these include:

- Make the course list easier to find and printable
- Linking pages/sorting information by type (Course List, Help-with overlays, Help-General)
- Linking pages/sorting information by user (Assessing, Advising, Teaching, and Students)
- Contact information for person in College with final word on advising matters
- Minimize the number of clicks it takes a user to get where they need to be

Christine asked about the process of getting new courses added to *Carolina Core*. A list of proposed courses can be sent to Mary Ann Byrnes. The proposal should address learning outcomes, provide a detailed explanation of assignments and include course outlines.

Shelley Smith mentioned the issues that she has experienced with SAEL 200/SPCH 140 overlay courses. She manages the SAEL program and has issues with sections of SAEL 200 filling up quickly. The course is taught by Presidential Fellows and there are a limited number of instructors. There was discussion on training new instructors and opening more sections. No non-Presidential fellows have ever been instructors so we would have to look into what the process involves. Joe noted that right now students are unable to meet the CMS requirements without enough available sections of the courses and that more overlay courses must be proposed.

The meeting was adjourned at 1:35 p.m.

Submitted by Kris Finnigan