

CCOC Minutes  
March 13, 2020

Zoom Engagement and Testing

Review of meeting Minutes

February Minutes Approved

CCOC Administrative Support

- Mary Baitinger's role and the need to move fully into her new position
- Joann Brennan shared the idea of having a work-study student that she is currently working with to support the CCOC, with the exception of working on / with student petitions
- Suggestion to consider long-term administrative solution and map processes and workflow to identify areas of work, such as sending emails to department chairs.
- Group overall supports the engagement of Joann's work study student with the CCOC

Syllabus Reviews

**LCRT 3815**

Discussion included; 3000 level vs 1000 or 2000, early alert system in relationship to students having issues who may not be ready for a 3000 level, faculty should be aware that they might have first semester college students enrolled in the class, do we have consistency in approving 3000 level classes for the CCOC, CCOC policy is that the cultural diversity course is at a 3000 level, should there be permission of instructor or other prerequisites.

**Motion** to approval the syllabus subject to amending the first paragraph to include family literacy and include that in the course description.

Vote – Approved

**Math 3041**

Discussion included: Antwan sharing points of discussion we have had on this course and discussions that have occurred via, Joann shared her views of the discussions and research that has taken place regarding the course, discussion of the math success overall and how we address that in the core, faculty member has updated the course title and modified prerequisites for SEHD students only.

Motion to approve the 3041 course and syllabus

Vote-Approved

**ARAB 1111**

Discussion included: syllabus needing to be updated in a view areas including attendance policy and attendance requirements, assignment requirements needed with the first 5 weeks, needs to be a weekly schedule with the assignments, overall course needed in the core, potential of the course to come back to the committee in the spring if there are changes that are requested by the committee, timeline and possibility of the

course being approved in time to offer in the fall as a CORE Course – which will require the committee to review this weekend,

Revisions that will be requested:

- Discussion form grading
- Actual assignments
- Weekly schedule of assignments
- Learning objectives connected to assignments
- Is there an assignment in the first 5 weeks

Motion to ask the faculty member to revise the syllabus based on updates requested and we review the resubmitted course in April

Vote-Approved

### **HIST 1111**

Discussion included: Clarity about the cost of an absence and the addition of page numbers

Motion to approve the course with 2 modifications clarity regarding absences and adding page numbers.

Vote-Approved

### **Wrap-Up Notes**

Feedback regarding Zoom from the group. Group sharing that it is preferred over phone calls.

Anticipating that our May meeting will be devoted to policies:

- GT Pathways
- How do we help faculty with guidance regarding 3000 level courses
- Quantitative literacy and math courses
- Study abroad
- Transfer courses in relationship to transferability upper division 3000 level courses.
- Updating the CORE list

Committee Chair Needed

- Are there any limitations of who can be the chair? No
- Nominations and self-nominations requested