

Norrine noted the recommendation that the rules compliance review be conducted every other year was not accepted and must continue to be conducted every year. An internal auditor will conduct the review every third year. Norrine distributed budget and varsity performance information handouts.

University Core Curriculum Committee

The minutes of the October, November, and December University Core Curriculum Committee were presented by Noreen Klein. The motion was made and seconded to approve the minutes as presented. **Approval** was unanimous.

Noreen noted as a point of information that the Honors Program Colloquia was not approved because it was unclear under what area it should fall. Area 4 was not approved because it lacked a lab. Plans are in progress to remedy problems within Biology and Chemistry identified by the Assessment Subcommittee.

MINUTES

UNIVERSITY CORE CURRICULUM

October 12, 2000

11:00 - 12:00 p.m., 2093 Derring Hall

Present: *Katherine Allen, Nicole Auer, Terry Clements, Bill Cox, Ron Daniel, Carola Haas, Noreen Klein, Alan McDaniel, Clarresa Morton, Marge Murray, Bob Parsons, Daniel Thorp, Beth Waggenpack,*

Guests Present: *Jack Dudley, John Muffo, Marlene Preston, Denise Jones (Recording Secretary)*

Absent: *Eugene Egger, David Ford, Nan Seamans (Guest), SGA Representatives*

1. **CALL TO ORDER** - *The meeting was called to order by Noreen Klein, Chair.*

2. **APPROVAL OF AGENDA**

A course proposal for inclusion in Area 1, COMM 1015-1016, was added to the agenda for first reading under old business. A motion was made and seconded to approve the revised agenda. Motion carried.

3. **DISTRIBUTION AND APPROVAL OF SEPTEMBER 14, 2000 MINUTES**

2.

Corrections to the minutes included replacing Bill Eigel with Dan Thorp's name under the Report from Proposal Review Group, and under Requests for Removal from Core Curriculum, the word "drop" was replaced with "removal" under GEOG 2124. With these corrections, a motion was made and seconded to approve the minutes. Motion carried.

4. **REPORT FROM PROPOSAL REVIEW GROUP - Dan Thorp**

Second Reading - The following courses were distributed to members at the September 14, 2000 meeting and approved for First Reading by the Proposal Review Group. The following action was taken at this October 12, 2000 meeting.

HTM Writing Across the Major, Area 1 (WI-WAM), effective Fall 2000

• A motion was made and seconded to table the following courses for Writing Across the Major (WI-WAM) designation until the further information could be obtain from HTM. Motion carried.

Students must take six of the following:

HTM 2474 Intro to Meetings and Convention Management	(3 cr)
HTM 3524 Lodging Management	(3 cr)
HTM 3454 Tourism Analysis (HTM Elective)	(3 cr)
HTM 3474 Hospitality Facility Planning Management	(3 cr)
HTM 2964 Hospitality and Tourism Field Study	(3 cr)
HTM 4964 Hospitality and Tourism Field Study	(3 cr)
HTM 4464 Human Resource Mgt in the Hospitality Industry	(3 cr)

BIOL 4774, Molecular Biology Laboratory, Area 1 (WI), effective Fall 2000

• A motion was made and seconded to approve BIOL 4774, Molecular Biology Laboratory, in Area 1 (WI), effective Fall 2000. Motion carried.

A question was raised as to whether the organizational changes and the new coordinator in the University Writing Program had been publicized. Ron Daniel responded that an article in the Spectrum had been run and that he would investigate whether a notice had been sent to the DDD list.

The following colloquia were initially submitted under First Reading. After discussion, however, it was agreed that the First Reading be waived. The following action was taken under Second Reading.

UH 3004 Honors Program Colloquia - Spring 2001 (3 credit hours)

CRN 14665 Semiconductor Processing, Area 4 NOT APPROVED

CRN 14666 African American Artistic Responses to the Civil Rights Movement, Areas 2 or 6 APPROVED

CRN 14667 Honors Study in Family Policy, Area 3, APPROVED

CRN 14668 Biomedical Ethics, Area 3, APPROVED

CRN 14669 Internet Impact: What has the WWW done to us, our society, and government?, Area 3, APPROVED

CRN 14670 Friendship: Plato to Derrida,, Areas 2 or 3 APPROVED

CRN 14671 Creatures Great and Small: Humans and Animals in European Culture, proposed Areas 2, 3 or 7, APPROVED

CRN 14672 Environmental Assessment, Area 3 APPROVED Area 4 NOT APPROVED

CRN 14673 Millennial Cults, proposed Areas 2 or 3, APPROVED

CRN 14675 Rhetoric of 20th Century First Ladies, proposed Areas 2 or 3, APPROVED

CRN 14676 The Operettas of Gilbert and Sullivan, proposed Areas 2 or 6, APPROVED

Ron Daniel briefly summarized the nature of colloquia courses offered by the University Honors Program. At the suggestion of the Associate Deans, he asked the Core Committee to consider approving these courses for the areas noted. In the past, the approval of Honors Colloquia has been an ad hoc process. Some Associate Deans were not comfortable accepting core credit to meet various areas of the core without first obtaining approval from UCCC.

Jack Dudley provided additional detail and stated that colloquia courses are often submitted late due to changing teaching loads. He explained the reason for requesting more than one core area in some cases. Honors students may come to Virginia Tech with 12-70 hours of advanced placement credit. Because they take more courses than the average student and often double or triple major (with minors), they are often missing one course from the core curriculum. Instructors have specifically designed these courses to be interdisciplinary and to meet more than one area to allow students flexibility and the greatest breadth possible. These classes typically have no more than fifteen students and involve heavy reading, writing, in-depth discussion.

Discussion ensued concerning the requests for Area 4 approval. The Area 4 colloquia courses have been developed by faculty members to allow students more flexibility in meeting the science requirements. Due to the structure requirements of core Area 4 courses, the Committee was not in favor of approving these courses for Area 4. All Area 4 courses must meet the four credit-hour requirement with its associated lab component. Additionally, the Committee was not in favor of allowing a three credit-hour course to fulfill a four credit-hour requirement. Associate Deans may still elect to approve or reject or waive these courses based on specific College requirements.

- *A motion was made and seconded to deny all Area 4 requests in the proposed UH 3004 Honors Colloquia. Motion carried.*

Other proposed areas of the Honors Colloquia were discussed. Concerns were expressed about whether CRN 14666 had sufficient performance elements in it to meet Area 6 goals. Some of these courses will be offered each semester or possibly once a year up to a maximum of three semesters. The Core Committee would like to see the proposed colloquia each semester in order to discuss and vote upon them. The Registrar's Office is working on a method to directly track each of the proposed colloquia courses rather than having it appear under the generic UH 3004 designation.

- *A motion was made and seconded to approve the remaining UH_3004 Honors Program Colloquia in the Areas designated for spring semester 2001. CRN 14666 Area 6 will be dropped if there are not sufficient performance elements in this course. Motion carried.*

First Reading – The following course proposals were received in the Provost's Office since our last meeting. Copies of proposals were distributed to UCCC members at this October 12, 2000 meeting. First Reading will be voted on by the Proposal Review Group and other UCCC members who wish to comment.

HST/WS 4704 Gender and Science, Area 3, effective Spring 2001

- *Proposal to approve HST/WS 4704, Gender and Science, Area 3, effective Spring 2001. Motion carried.*

ECON 4024 History of Economic Thought, WI, Area 1, effective Spring 2001

- *Proposal to approve ECON 4024, History of Economic Thought, WI, Area 1, effective Spring 2001. Motion carried.*

ECON 4135 International Economics, Area 7, effective Spring 2001

- *Proposal to approve ECON 4135, International Economics, Area 7, effective Spring 2001. Motion carried.*

5. STATUS OF HD 1004 AND HD 3004

Dr. Allen has spoken with the department head of Human Development as well as various faculty members and it is the desire of the department to retain the HD 1004 and HD 3004 in Core Area 3. A subcommittee of the Human Development Department has been charged with providing an Assessment Report of these courses.

6. OLD BUSINESS

First Reading of COMM 1015-1016 for Area 1, effective Spring 2001. These courses had been previously submitted to the Core Committee in Spring 2000 and subsequently withdrawn. They are being resubmitted for First Reading. First Reading will be voted upon by the Proposal Review Group and other UCCC members who wish to comment before the next meeting.

- *Proposal to approve COMM 1015-1016 for Area 1, effective Spring 2001 was distributed.*

A brief discussion ensued concerning reasons for the previous proposal withdrawal.

7. *OTHER BUSINESS*

Since several members commented they would not be available during the next regularly scheduled meeting, an email will be distributed to determine the best possible date and time.

8. *ADJOURNMENT*

The meeting adjourned at 12:10 p.m.

*Submitted by,
Denise Jones
Recording Secretary*

MINUTES

UNIVERSITY CORE CURRICULUM

November 16, 2000

11:00 - 12:00 p.m., 325 Burruss Hall

Present: Katherine Allen, Nicole Auer, Brent Blevins, Terry Clements, Bill Cox, Ron Daniel, Eugene Egger, Carola Haas, Alan McDaniel, Clarresa Morton, Marge Murray, Bob Parsons, Daniel Thorp, Beth Waggenspack,

Guests Present: Bob Bates, John Muffo, Marlene Preston, Nan Seamans, Denise Jones

Absent: David Ford, Noreen Klein, SGA Representative

1. *CALL TO ORDER - The meeting was called to order by Dan Thorp*

2. *APPROVAL OF AGENDA and introduction of Brent Blevins, SGA representative.*

After introduction was made of new member, Brent Blevins, a motion was made and seconded to approve the revised agenda. Motion carried.

3. *DISTRIBUTION AND APPROVAL OF OCTOBER 12, 2000 MINUTES*

A motion was made and seconded to approve the minutes. Motion carried.

4. REPORT FROM PROPOSAL REVIEW GROUP - Dan Thorp

Second Reading - The following courses were distributed to members at the October 12, 2000 meeting and approved for First Reading by the Proposal Review Group. The following action was taken at this November 16, 2000 meeting.

HST/WS 4704 Gender and Science, WI, Area 3, effective Spring 2001

- *A motion was made and seconded to approve HST/WS 4704, Gender and Science, WI Area 1 and Area 3, effective Spring 2001. Motion carried.*

ECON 4024 History of Economic Thought, WI, Area 1, effective Spring 2001

- *A motion was made and seconded to approve ECON 4024, History of Economic Thought, WI, Area 1, effective Spring 2001. Motion carried.*

ECON 4135 International Economics, Area 7, effective Spring 2001

- *A motion was made and seconded to approve ECON 4135, International Economics, Area 7, effective Spring 2001. Motion carried.*

COMM 1015-1016 Communication Skills I and II, Area 1, effective Spring 2001

- *A motion was made and seconded to approve COMM 1015-1016 Communication Skills I and II, Area 1, effective Spring 2001. Discussion ensued, motion carried.*

First Reading - No proposals were received for first reading by the Provost's Office since the last meeting.

5. OLD BUSINESS

HTM Writing Across the Major, Area 1, effective Fall 2000

- *The HTM WAM courses continue to be tabled pending additional documentation.*

6. OTHER BUSINESS

Vice Chair Nomination - A motion was made and seconded to accept Dan Thorp's nomination to serve as Vice Chair of the University Core Curriculum Committee for 2000-2001. Motion carried.

UH 3004 Honors Colloquia, "Topics in Economic and Business History: Regulation and Energy in American History" (Index 9368), Areas 2 and 3, Fall 1999 - A College Dean asked that a particular case be brought forward since it involves a retroactive situation. The Dean believes this course only meets Area 3, not Area 2 (even though Area 2 was recommended by the Honors Program) and is asking for the Committee's review. It was decided that this action should not be a function of the Committee and that the decision rests with the Associate Dean.

As a result of this discussion, a recommendation was made that all Honors Colloquia proposals in the future include at least a narrative or abstract to describe how each course fits specific areas of the Core.

SPLA 1004, Nations and Nationalities, Area 3 and 7 - A discussion was generated involving another retroactive decision pertaining to students taking a Special Study 2984 course in place of the new SPLA 1004 course while it was being processed through the governance system for approval. The course was specifically designed from the

beginning to meet the goals of area 3 and 7 and was given a special study designation until core approval could be obtained. The decision to give core area approval to students who took this course as a Special Study (SPIA 2984) prior to core approval rests with the Associate Deans.

Writing-Intensive Assessment and Workshop - A brief description was given of the writing-intensive workshops scheduled for January 12, 2001. The basic model used in the past will provide a foundation to assist faculty in setting a schedule, developing specific writing measures, and in the development of student surveys as a measure of student learning. Questions were raised pertaining to Writing Across the Major courses with regard to due dates of final reports since a student often needs up to five or six courses to complete the writing-intensive designation. Participation at the workshop by the UCCC members and across the departments was encouraged.

Academic Integrity Workshop - Scheduled for January 10 and 11, 2001. Two experts in the field have been invited to serve as facilitators and leaders for the workshop: William Kibbler from Texas A & M and another individual with national recognition in the area of Academic Integrity. There are currently five different integrity systems in place at Virginia Tech and interest in this area is gaining national momentum. Participation by the UCCC members and across the departments was encouraged. Workshops which address integrity and professionalism of the faculty were also recommended.

Meeting Times for next semester - After canvassing the group, the meeting time for spring semester was set for every third Wednesday from 3:00 - 4:00 p.m.

Next Meeting - The next meeting is scheduled for Tuesday, December 14, 2000 from 11:00-12:00.

7. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

*Submitted by,
C. Denise Jones
Recording Secretary*

MINUTES

UNIVERSITY CORE CURRICULUM
December 14, 2000
11:00 - 12:00 p.m., President's Board Room

Present: Noreen Klein, Brent Blevins, Terry Clements, Bill Cox, Ron Daniel, Eugene Egger, Carola Haas, Alan McDaniel, Clarresa Morton, Bob Parsons, Daniel Thorp, Beth Waggenspack,

Guests Present: John Muffo, Marlene Preston, Denise Jones

Absent: Katherine Allen, Nicole Auer, David Ford, Marge Murray, Nan Seamans

1. CALL TO ORDER - The meeting was called to order by Noreen Klein

2. APPROVAL OF AGENDA

After correction was made to the agenda to read "Approval of November 16, 2000 Minutes," a motion was made and seconded to approve the revised agenda. Motion carried.

3. DISTRIBUTION AND APPROVAL OF NOVEMBER 16, 2000 MINUTES

A motion was made and seconded to approve the minutes. Motion carried.

4. REPORT FROM PROPOSAL REVIEW GROUP - Dan Thorp

Second Reading - No proposals were received for second reading by the Provost's Office since the last meeting.

First Reading - The following course proposal was received in the Provost's Office since our last meeting. Copies of proposal were distributed to UCCC members at this December 14, 2000 meeting. First Reading will be voted on by the Proposal Review Group and other UCCC members who wish to comment

AAEC 2424 Cooperatives and Their Impact on the Human Condition, Area 2, (new course), effective Fall 2000.

- *Proposal to approve AAEC 2424 Cooperatives and Their Impact on the Human Condition, Area 2, (new course), effective Fall 2000. Motion carried.*

5. REPORT FROM THE ASSESSMENT SUBCOMMITTEE - Bob Parsons

The Assessment Working Group met Monday, December 11 for the purpose of reviewing the evaluations for courses in Area 4 and 7. Thirty course reports were reviewed, most of which were well prepared. Information is lacking on four courses. Ten need to be more complete in order to evaluate them properly. The subcommittee will follow up with these departments to obtain additional information. Four courses in Area 7 were given an extension. The reports from Physics and Geology in Area 4 were found to be complete. Concern was expressed about the Chemistry and Biology reports. Student data reflect a degree of non-learning. An outline of these concerns will be presented to Dean Bates of the College of Arts and Sciences. The committee would like to obtain his perspective on these courses and to inform him of the committee's findings. Concerns were raised regarding missing information. Additionally, the questionnaire and the goals established and used by these departments were different than the standard questionnaire and goals established for Area 4 by the Assessment Committee and the departments at the outset of the assessment.

The core assessment reports, in general, have greatly improved since the implementation of core review. Also noted in the reports is a trend toward larger class sizes each year and a shift toward utilizing more teaching assistants and adjunct faculty. Departments also reported on utilizing more CEUT grants in order to improve teaching.

6. REPORT FROM THE PLANNING AND DIRECTION SUBCOMMITTEE - Bill Cox

The Planning and Direction Group met December 14 to discuss issues and policies that may affect the future direction of the Core Curriculum Committee. Many of the issues that flow out of course assessment are items that the Planning and Direction Group will take up. The Core Committee has now been established for ten years. As a result, the departments are responding to goals that were developed some time ago and there is a need to determine whether the goals are still adequate. The Planning and Direction Group will also address broader issues outside the university as to how Virginia Tech shows competency in certain key areas for graduates and how these relate to the core. SCHEV university benchmarks linked to funding in the future may affect the Core in a couple of areas, including enrollment and class size.

Ron Daniel reported on a possible grant from the Hewlett Foundation to develop some new initiatives in Area 6. The grant is worth \$150,000 over two years and would be matched by VT. The Provost and Dean Bates have supported a letter of intent. The funds, if granted, would be used to develop a course-package about creativity across all disciplines and colleges. Response is expected by early January. The support of the Core Committee would be necessary.

7. OLD BUSINESS

Second Reading of HTM Writing Across the Major, Area 1, effective Fall 2000

The HTM WAM courses continue to be tabled pending additional documentation. Discussion ensued about the effective date once documentation is received.

8. Other Business

Academic Integrity Workshop - The Workshop will take place on January 10 and 11, 2001. Dr. Gary Pavela, of the University of Maryland, and Dr. William Kibler of Texas A & M will serve as facilitators at the workshop. Both have written extensively about academic integrity issues and have directed focus groups in this area.

WI/WAM Core Workshops - The workshops are scheduled January 12. All were encouraged to attend.

9. ADJOURNMENT

The meeting adjourned at 11:40 a.m.

*Submitted by,
C. Denise Jones
Recording Secretary*

•Other Business

There was no other business.

•The meeting was adjourned at 3:37 p.m.

Respectfully submitted,
Nadine C. Hughes
Assistant to the University Registrar