

**Minutes**  
**USD Core Curriculum Committee Meeting**  
**September 19, 2014**

Attendance: Tom Dalton (Recorder), Jennifer Gorsky, Cecily Heisser, Koonyong Kim, Julia Medina, Sylvie Ngilla, Reyes Quezada, Sandra Sgoutas-Emch (Chair), David Sullivan, Debbie Tahmassebi, Karma Lekshe Tsomo, and Maria Yakovleva.

The meeting was called to order at 10:00 a.m.

1. Each member present introduced themselves to the committee.
2. The committee approved the May 5, 2014 minutes, 10 in favor, 0 opposed and 0 abstentions.
3. Sandra reviewed College of Arts and Sciences Core Curriculum Course Proposal Procedures as revised on August 20, 2014. The School of Business Administration and School of Engineering are currently reviewing their own curriculum course proposal procedures. The committee hopes that these reviews will be completed in the near future. Sandra asked that all committee members review the CAS procedures and provide comments to her.
4. Sandra announced that she is currently updating the list of courses approved by the committee.
5. The committee discussed the procedure for taking meeting minutes. Comments included:
  - a. The member taking minutes for a meeting can upload the minutes directly to Dropbox for other members to review.
  - b. It is necessary to include within the minutes a complete description of the committee's actions, including any conditions that must be fulfilled before a proposal receives final approval.
  - c. We will rotate responsibility for minutes taking among the members.
  - d. Minute takers should post the minutes as soon as possible after the meeting so members can review them while their memories of meeting events are still fresh.
6. Sandra reviewed progress on redesign of the committee's website. Possible changes include:
  - a. A more streamlined look to the website.
  - b. A more "curriculum" focus to the website design.
  - c. Consider spelling out acronyms on the website so people know what they mean (at least on the first occurrence of the acronym).
7. Sandra discussed the spreadsheet design for tracking courses approved by the committee. Features of the spreadsheet include the approved courses, date of approval, Banner code for the course, and any other relevant data for the approved course.
8. October 17, 2014 at 10 a.m. is the next scheduled committee meeting. Sandra will not be available on that date to facilitate the meeting. Tom Dalton will facilitate the meeting in her place.
9. David Sullivan raised the question of how long courses retain committee approval. The committee briefly discussed this issue and decided to continue discussion at a later meeting.
10. Based on Sandra's description of study abroad courses, which she thought only went through the chair of the Committee for approval but wanted to get more information, Julia Medina raised the issue that this is a very problematic practice that should be revisited/clarified. Especially considering that some syllabi would be in another language, and also that the domestic diversity could hardly be taught abroad. Clarity is requested for this part of the process. Sandra mentioned she would look into the matter further so we could discuss at a later date.
11. The meeting adjourned at 11:05 a.m.

Additions to meeting notes:

- 1) Sandra confirmed that the committee could request that core courses be resubmitted for reapproval but only if they had not already done so during the 2005 core revision process.
- 2) It appears the practice for study abroad courses is to have the chairs of departments approve core courses (other than D and W). Any courses that are not taught by USD faculty cannot be approved for core courses as it pertains to study abroad. All courses requiring W or D approval for study abroad (and transfer) need to go through the committee to gain approval.