Minutes of Core Review Committee
November 13, 2008


Chairman Whitman called the meeting to order at 11 a.m. The minutes of November 4, 2008 were approved as written.

Old Business:

Dr. Whitman reported he has met with the Provost and Dean Bruns (on the assessment project) and will attend the Deans Council meeting on November 14.

Degree audit: The committee discussed recent changes in the way degree audit is handled; advisors still sign the audit and the diploma forms, but the audit then goes to department chairs instead of the Registrar for approval. Susan Hritzak explained she is conducting a hands-on training session for all the chairpersons. The CRC expressed concern about consistency if each department, rather than the university Registrar, is approving its majors for graduation. Amy Patton voiced another concern: some students are not receiving the guidance they need from their academic advisors and so come to her for assistance.

Rubrics: The CRC reviewed the proposed rubrics for oral, quantitative and computer skill areas. There was some discussion about whether we need to have videos of oral presentations to archive; it was agreed that the instructors’ evaluation and the written assignment will serve as artifacts.

Dr. Wenger reported resistance to having non-communication faculty assessing oral performance; it was suggested that the communications faculty may be willing to do the assessment themselves. Dr. Bohan reiterated that the COM 101 courses may not be the place to go to assess oral communication since these skills could be assessed in other courses as well. She further suggested that a line for grade level be added to the rubric form.

There being no further discussion, the CRC unanimously approved the rubrics as presented, with the addition of a line for student grade level.

MAPP Testing: At the recent Cabinet meeting President Gilmour suggested we might want to test freshmen and second semester juniors rather than all four classes. There was some further discussion about the type of incentives that would entice students to take the exam (perhaps a $25 gift certificate to Barnes & Noble?). After further discussion of methodology and whether advisors could be asked to encourage students to take the tests, the CRC members agreed to stay with the current plan of testing a sample group from each of the four classes. Dr. Bohan suggested we talk to IR about the number of students to invite to ensure that we get our target number of fifty students from each class.
New Business:

**Core Review Website:** Dr. Whitman noted that we need to get our activities—OPO, WI, WAC—under our own “umbrella.” Dr. Simon is looking at what is already on the webpage and what is needed to get our information in one place before discussing our needs with the webmaster.

**CRC Group on MyWilkes:** It was agreed that it would be beneficial to add the entire faculty as members of a CRC Group. Dr. Flint will handle this.

The next meeting is scheduled for Tuesday, Dec. 2 at 11 a.m. (This is the day of the FYF Poster Session—may be a conflict for some members.)

Respectfully submitted,

Diane Wenger