

CCC Meeting
October 4, 2023
1:30 – 2:50 PM
Social Science Building Room 130

Minutes

Attendees: Chris Ault, Rita King, Andrew Lamortacella, Christopher Murphy, Anne Peel, Nina Ringer, Catherine Rosemurgy, Stephen Tomkiel

1. Review of 9/20/23 Minutes
 - Approved
2. [Review of Updated College Core Designation Proposal form](#)
 - Suggestion to build parallel Google form for Writing-Intensive
 - Add check boxes for different outcomes in section 1
 - Add Yes / No to Section 3
 - Does your syllabus include the relevant College Core learning outcome?
 - Section 4
 - Do separate boxes for each 300 word prompt
 - Have a selector, how many designations are you applying for?
 - Give them three text boxes for each designation
3. Discussion: Submission Requirements for Writing-Intensive Proposals
 - Recommendation: Create Google Form based on Writing Intensive Cover Sheet requirements
 - Include a Yes / No: “Did you include the Written Communication Learning Outcome in your syllabus”
 - Nina will draft question prompts, Stephen will draft Google form

- Rubric “or other guidelines / instrument” requirement
 - Send a sample for an early assignment
 - Send a sample of an end-of-term assignment
- Add a requirement for chair statement of support
- Nina will draft question prompts, Stephen will draft Google form
- 4. Discussion: Dual Enrollment Writing Courses
- No updates / continued discussion for 10/4/23 meeting
- 5. Proposal Reviews
 - a. PBHG 376 / 521 - Behavioral, Social, and Cultural Perspectives
 - i. PBHG 376 - Approved with minor revisions
 - ii. PBHG 521 - Approved with minor revisions
 - b. COM 394 - Writing Intensive
 - i. Not reviewed, will be reviewed at next meeting