

## Core Council Report to the Faculty Senate- August 20, 2018

### Action Items

1. President -Elect Amanda Nolen presided over the election for the new Chair. Belinda Blevins-Knabe was elected Core Council Chair for the 2018-2019 term.
2. Reminder of timeline for core assessment:  
Fall 2018  
September 22, 2018. – Core Assessment Reports on all Values (Ethical Responsibility, Civic Responsibility, Global and Cultural Understanding)

Submitted by Belinda Blevins-Knabe, Chair

Members of the Core Council:

Kimberley Porter and Linda Stauffer, CEHP

Tingting Zia and Joe Felan, COB

Josh Spinler and Michael DeAngelis, CEIT

Rebecca Streett and Heather Hummel, CASL

Belinda Blevins-Knabe and Caleb James, CSSC

Transfer Student Core Appeal Process-  
Internal Process is in blue  
Core Council Passed 2-20-17

Step 1: Appeal is sent to Transfer Student Services

Step 2: Transfer Student Services verifies that an appeal is needed.

Step 3: Transfer student service forwards to chair of Core Council with any additional documentation.

- A. Core Council Chair sends to the Sub-Committee designated to review appeals
- B. Sub Committee reviews the request and all documentation

- C. Sub Committee renders a recommendation based on
  - a. The reasons for the request
  - b. The documentation
  - c. Determination of how well the requested course meets the overall core purposes.
- D. Sub Committee sends recommendation to the Core Council Chair for inclusion in the next Core Council meeting agenda for discussion by the Core Council.
- E. In the summer recommendations will be made by at least 2 members of the sub committee and the final decisions made by the sub committee, 2 members of the Core Council, and the Core Council chair.

Step 4: CCCP makes a decision.

Step 5: Core Council forward decision to [transfer@ualr.edu](mailto:transfer@ualr.edu) (and the registrar's office-currently Pattie McCord, Malissa Mathis, Dee Dee Polite, Shaun Williams)

Step 6: Transfer Student Services notifies requestor (and student) of the outcome and completes an IDA if necessary.

Step 7: All documents are saved to imaging.

#### Core Council Operating Procedures

Passed 9-8-14

Revised 3-13-17

1. The Core Council meets on Monday during the academic year. The meeting begins at 3:00 p.m.
2. A quorum shall consist of a simple majority of voting members.
3. *March 1 is the deadline for action on proposals for changes to new and existing courses that will take place in the next academic year. Adequate advance submission is necessary.*
4. A representative from the college proposing curriculum changes must be present in order for an item from that college to be introduced for action. Representatives from the

department and/or colleges are encouraged to attend Council meetings at which their items are discussed and voted upon.

5. Following discussion each curriculum change is automatically tabled until a subsequent meeting at which time the change is reintroduced for action.

6. Monday agenda items are submitted by the prior Thursday at 5pm.

7. The agenda and approved minutes for each meeting are posted on the council's web site.

8. A summary of actions taken at each meeting is published electronically to all faculty.

9. Votes will be taken in meetings and are determined by a simple majority of those voting.

Core Council Policy  
Flow of route for changes in Learning Outcomes  
Passed 1-23-17  
Revised 3-27-17

1. Any UALR faculty member (hereafter 'Originator') may initiate a change to a learning outcome by submitting a memo to the chair of Core Council. The memo will list the requested changes and provide justifications. All members of the CAAC that is affected by the proposed changes should sign the memo or submit a memo explaining their reasons.
2. *A CAAC can submit changes to learning outcomes no more than once in an academic year.*

3. Within 10 business days (during the fall and spring semesters) from the date of origination or recommended revision to a previously submitted LO Change, the Core Council chair will schedule discussion of the LO Change at a Core Council meeting. This scheduling will involve the following:
  - a. Add the LO Change request to the agenda of a future Core Council meeting
  - b. Invite the Originator to attend that meeting to discuss the change
  - c. Work with the Originator, prior to the meeting, to identify all parties that will be affected by the learning outcome change.
  - d. Invite all identified parties to attend the meeting
4. Core Council meets with the Originator and all identified parties to discuss and revise (if needed) the language of the LO Change. At this meeting, the Core Council will do one of the following:
  - a. Vote to recommend approval of the LO Change without revision
  - b. Vote to recommend approval of the LO Change pending revision
  - c. Refer the LO Change back to the Originator to make significant modifications. This will require scheduling a future meeting to discuss the changes (Return to step 2).
  - d. Vote to not approve the LO Change. The Core Council will provide the Originator with a written explanation describing why the change was not approved. This written explanation will also describe the following options for appeal or resubmission:
    - i. Submit a new LO Change request to the Core Council (Return to step 1).
    - ii. Appeal the decision to the Faculty Senate following the Appeal Process steps described below.
5. The Core Council will announce the LO Change action to the entire faculty of the University in a timely fashion.
6. *If the LO change is approved the all criteria and course template forms will be revised and submitted to the Core Council. A new statement from the chair of departments submitting courses is required. This statement indicates that the entire department is aware of the change(s) and that the Dean has been notified. Rubrics that are revised also need to be submitted.*
7. If there is significant concern about the proposed LO Change by members of the UALR faculty, the LO Change request process will return to step 2 for additional review by the Core Council, the Originator, and directly affected parties.
8. If there is no significant concern about the proposed LO Change by the members of the UALR faculty, the LO Change request will be automatically approved and implemented by the Core Council. Notice of final approval of the LO Change will be part of the monthly report to the Faculty Senate.

**Appeals process-** Refer to Article 3 of the Constitution for the Faculty Senate Policy on Appeals.