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**To:** Keefe, James; Cook, Randy; Davis, Robert CIS & QMST; Dean Showalter (DS29@txstate.edu); Glenn Tanner (gt10@txstate.edu); Howard Smith (HS02@txstate.edu); Jack Mogab (JM12@txstate.edu); Jim Bell (JB15@txstate.edu); Joni Charles (JC18@txstate.edu); Wardrope, William; Kirby, Eric; Ross, Sherry; Smith, Karen

**Cc:** 'Jon Bible (JB18@txstate.edu)'; 'Roselyn Morris (rmorris@txstate.edu)'; 'Mike Keeffe (MK02@txstate.edu)'

**Subject:** First meeting of core course coordinators

Our choice of meeting times, which are not otherwise prohibited by a class, seems to be either the ever popular Friday afternoon, or TTh at 11:00. On the assumption we would prefer not to stay late on Friday, I have set the first meeting for Thursday, October 14, 2004 from 11-12 in DH 111A.

The first task we have is to assure that the learning goals/themes of the College are being covered in the core courses. During the last two or three years we have completed a matrix which, at least to a degree, confirmed the coverage. I have attached a copy of the compiled matrix from last year. This year I will be asking each of you as coordinator for your area to confirm the coverage, and more specifically, that every section of your course is covering the goal/themes you indicate.

As you conduct your review with your committees, bear in mind that every section has to have essentially the same content (the number being thrown about is 80%). Be considering and discussing methods by which you could easily demonstrate the commonality of the content. All goals you set for your course (College themes or otherwise) must be contained in the 80% which all the sections cover. One particular problem might be the variation in content or coverage of College themes when there is a large section of a course.

Through all of this bear in mind that assessment is coming (that light you see is not end of the tunnel, but instead the train about to run us down). Whatever you say is contained in the course will likely be subject to some assessment method. This is coming not only from the College, but also from the University. Provost Moore has issued the Goals for the College which includes a mandate to provide learning goals and outcomes for each course in the core, as well as for each course required by a department, together will an assessment plan. The upshot is, as you review your inclusion of the goals/themes, to begin considering how you will demonstrate that inclusion and how you might show you are assessing its success. As yet they have not asked for the assessment material.

The College Goals/Themes critical at this point are:

1. ethical understanding and reasoning abilities
2. muticultural and diversity understanding

3. reflective thinking skills
4. apply analytical and critical thinking skills to business situations
5. acquire and use information technology skills in business decision-making
6. demonstrate effective written and oral communications skills
7. practice teamwork skills

Leadership has been paired with the teamwork statement, but as you know is under consideration for removal, and therefore I have omitted it for the time being.

Don

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