HCC Core Curriculum
Course Application Form – REVISED April 19, 2013

Please complete the following application, providing attachments as requested. Instructions for completion of the form are included on pages 2-3.

1. Program ______ Geography ________________________________

2. Course GEOG __  1301 __  __Physical Geography___________________________
   Prefix Number Name

3. Component Area
   ___ Communication  ___ Creative Arts
   ___ American History ___ Mathematics
   ___ Governmental/Political Science  _x__ Life and Physical Sciences
   ___ Social/Behavioral Science ___ Language, Philosophy, and Culture

4. Core Objectives       Required     Optional
   Critical Thinking  ___x__     ___
   Communication Skills ___x__     ___
   Empirical & Quantitative ___x__     ___
   Teamwork ___x__     ___
   Social Responsibility ___     ___
   Personal Responsibility ___     ___

5. Attach the course syllabus.
6. Statement of Justification
7. Attach the Assessment Plan.

Submitted by ___Joella Robinson____________________________________________________
Program Coordinator Date

Approval: ___Yes ___No

Core Curriculum Co-Chairs Date

___Yes ___No
Vice Chancellor of Instruction Date

Instructions for Completion of the Course Application Form for
HCC Core Curriculum

1
1. Program – Please specify the instructional program to which the course belongs – e.g., English, Chemistry, Music, etc.

2. Course - Please specify the four letter prefix, four digit number and name of the course – e.g., HIST 1301 US History to 1877.

3. Component Area – Please indicate by an “x” the core component area(s) for which you are would like your course to be included:

   - Communication
   - American History
   - Governmental/Political Science
   - Social/Behavioral Science

   - Creative Arts
   - Mathematics
   - Life and Physical Sciences
   - Language, Philosophy, and Culture

4. Core Objectives – For each core component area, there are certain required core objectives that must be addressed. Any of the remaining core objectives may be optionally included. Please see the attached Chart of Required/Optional Core Objectives on p. 4 of this application. As an example, for HIST 1301 US History to 1877, the following core objectives would be required:

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td><em>x</em></td>
</tr>
<tr>
<td>Communication Skills</td>
<td><em>x</em></td>
</tr>
<tr>
<td>Empirical &amp; Quantitative</td>
<td>___</td>
</tr>
<tr>
<td>Teamwork</td>
<td>___</td>
</tr>
<tr>
<td>Social Responsibility</td>
<td><em>x</em></td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td><em>x</em></td>
</tr>
</tbody>
</table>

5. Attach the course syllabus – The course syllabus should contain a clear explanation for students of the HCC Core Curriculum, its overall goal, and the specific core objectives that will be taught in the course. It should also contain a clear explanation of how the core objectives will be assessed, graded, and count as a portion of the final grade in the course. **NOTE: Do not attach a CURRENT syllabus, but one that would be used as of Spring 2014 with the new Core Curriculum in place.**

6. Statement of Justification – Please provide a brief statement of “why” your course should be included in the HCC Core Curriculum.

7. Attach the Assessment Plan – please see the next page for a full explanation of the detail required in the Assessment Plan.

Assessment Plan

Complete for each Core Objective related to this course. Provide a clear explanation of each element.

Required Core Objective (Example: Communication for HIST 1301: US History to 1877)
I. Methodology for Assessment:
   A. How will the core objective be covered in the course?
      Example: All faculty teaching HIST 1301 will share the HCC Core rubrics for Written
      Communication and Oral/Visual Communication with their students. Students will receive
      instruction in how to access the HCC Library Guides to Written Communication and Oral/Visual
      Communication. Students will also receive instruction on how to access and use Ask Online for
      free tutorial assistance on written assignments and receive information on local campus or
      college specific face to face tutoring in written and oral/visual communication.

   B. Provide the specific assessment methodology.
      Example: For written communication, all students taking HIST 1301 will be required to write an
      essay on the final exam on a topic agreed upon each semester by the History program
      committee. A random sample of 100 essays will be chosen from students taking HIST 1301 each
      long semester and graded blindly by a committee of HCC full-time and adjunct faculty using the
      Core rubric for Written Communication. For oral/visual communication, all students taking HIST
      1301 will be required to make an oral presentation utilizing visual aids (powerpoint, graphics,
      videos, charts, graphs, etc.) on a topic mutually agreed upon with the instructor. A random
      sample of 100 presentations will be chosen from students taking HIST 1301 each long semester
      and graded blindly by a committee of HCC full-time and adjunct faculty using the Core rubric for
      Oral/Visual Communication.

   C. How will the assessment count within the course?
      Example: The written essay will count at least 20 percent of the final exam grade. The
      oral/visual presentation will count at least 10 percent of the final course grade.

   D. Explain how your plan includes a representative sample of HCC faculty and students.
      Example: The artifacts (essays and presentations) chosen each semester will vary by
      College/campus (fall – Central, NE, and NW Campuses; spring – SE and SW Campuses); come
      from 50 percent full-time and 50 percent from adjunct instructors; and 33 percent each from
      day, evening/week-end, and distance/hybrid and other off-campus (dual credit, international,
      etc.) offerings.

II. Rubric: How will the appropriate rubric(s) be incorporated in the course?
      Example: This was addressed in I.A. above.

III. Results: Describe the process of evaluating the results.
      Example: This was addressed in I.B. above.

IV. Analysis:
   A. How will the results will be documented and archived?
      Example: A summary of the results with one example of each “grade” of the rubric will be
      archived in the Core Assessment Report on the HCC Sharepoint site for Assessments.

   B. Describe how the results will be used to improve student learning.
      Example: The results of students’ written as well as oral/visual communication will be used to
      create additional web resources for location in the HCC Library to help instruct students on
      effective written and oral/visual communication on historical topics.