Liberal Studies Committee Minutes
09-13-05

Attendance: Jeanne Kaufman, Windy Gordon, Brian Dinklemeyer, Charles Wallis, Millie Abel, Jim DeConinck, Tracy Zontek, Peter Niekarz, Beth Tyson-Lofquist
Also attending: Kari Hensley

I. Opening Discussion
Members introduced themselves.

The question was asked to whom is responsible for posting minutes on the web. Someone who ideally has access to webpage authorization, in the past, it was possibly Pam? Resolution TBA at a later date, Beth will find out.

II. Membership of Committee
Committee discussed the idea of staggered membership versus the traditional 3 year term.

- Current Committee Members
  - Wendy, Jim, & Tracy 1st year on Committee 2005-2008
  - Brian, Peter, & Jeanne 2nd year on Committee 2004-2007
  - Charles 4th year on Committee 2003-2006
  - Millie 1st year in 2nd rotation 2005-2008

Motion was made and passed.

Suggestion was made to recruit one person from Arts & Sciences. Charles proposed idea to Elizabeth Addison and is currently waiting on feedback. Charles will continue his effort to find an ideal candidate.

How are people chosen to be on the Committee? Traditionally the VC would recruit/interview/select. Beth agreed to continue with efforts used in the past.

Jeanne asked for example she is going to be out on maternity leave starting 061 and wasn’t sure how her replacement would be appointed. She mentioned being appointed by her department. Beth responded that she should first allow the dept. the opportunity to appoint and if not successful she would assist. This person would complete Jeanne’s term as listed above.

III. Revisions
Beth mentioned the need to eliminate courses being repetitive and created by individual depts. instead of the departments offering similar courses.

NRM was proposed for P1 category in discussion. Does it need to be revisited? If so needs to be done by the NRM Dept. and resubmitted to the LS committee
HT 191 (1st year seminar) was discussed by the Committee and a suggestion was made to revisit the AA-5. Committee mentioned it being a highly promising course but that they were awaiting a syllabus and no decision has yet been made. The last suggestion was for the department to revisit and Committee members haven’t heard back from the department.

IV. Assessment
Discussion took place with committee to decide if we should collect syllabi to make matrix?
It was mentioned a stack of syllabi were evenly distributed to the Committee members with the AA-5s when the syllabi were reviewed before. Another suggestion was to focus on goals and objectives and not use AA-5s, but to use current syllabi to evaluate according to the goals and objectives--go by what they should be doing, not what they filled out.

The matrix was decided to be a departmental tool and the syllabi an instructor’s individual tool by course. Both will be solicited and examined.

V. Assignment of Assessment Focus Areas

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Upper Level
1st Year Seminar Jeanne

Assignment was to go to the April 2004 Liberal Studies document (located online at the Office of the Provost website) and pull out goals, features, outcome, and results.

Suggestion was made to compose a list of codes reflecting various methods of student assignments and requirements. Ex. Exhausted list of assignments which are assessed by work provided and way work/activity is done.

Ideal questions to approach
Have we assessed the learning outcome?
Process versus Outcome -- We should ask for proof of both.
We should code activities based on whether they are “formally” assessed.

Provide bulleted list of outcomes reflective of April 21, 2004 version of Liberal Studies document.

VI. Charge
Charge was given for next meeting.
ENT 201 Proposal
Come with learning outcomes for assigned category.

Additional Comments/Concerns
Jim Lewis had upper level approved by contract. He wants to know who gets copies of that contract.
Beth will talk with Nancy
Student needs to talk with instructor. Beth will work to make sure the contracts are distributed to the registrar’s office, instructor of course, student, and department of major or advisor (if student has not declared major).

Jane Eastman wants to meet w/ Committee about SACS. This needs to happen as soon as possible since this is related to the SACS compliance reports.