Members present at meeting:
Windy Gordon, Peter Nieckarz , Charles Wallis, Millie Abel, Brent Kinser , Beth Tyson-Lofquist ,Tracy Zontek , Jeanne Kaufman, Jim DeConinck , Terry Michelsen as guest, Brian Dinklemeyer , Malcolm Abel, Kari Hensley

1. Approval of the minutes of the September 13 meeting
   • Charles revised and provided corrections to the minutes.
   • HT 191 Charles contacted the instructor and we may see it come back to the committee at a later date.

2. Course Proposal: ENT201
   • Discussed proposal of course as P1
   • Does not meet requirements or goals of the liberal studies program (P1)
   • The committee voted and the proposal was not accepted.
   • Reasons for the decision will be shared with the instructor and department upon request.

3. Response to Michael Caudill
   • Beth will notify Michael with the committee’s response as follows.
     Suggestion was made to refer him to the Liberal Studies document and the goals for the P6 category.
     If instructor still feels the course could be adjusted to meet these goals then he should work with the department head to refine his course proposal.

4. Continued discussion of program assessment
   • Documents were distributed to begin the process of determining learning outcomes for liberal studies categories.
   • LS Document has an activity list that needs to be reviewed and addressed in this assessment process.
   • The committee was asked to look at the LS Document (pages 17-18) and be prepared to discuss next week.
   • In assessing LS faculty would give feedback as to whether they feel they are addressing LS objectives in their courses.
   • Student feedback will be obtained through focus groups.
   • The point is to assess the program, not individual instructors.
   • A director of assessment would be helpful—when the position is filled. We are looking for candidates.
   • Referral was made to the NC State web link by Millie, she will email link to committee for assessment outcomes for comparison.
   • Learning outcomes are assessed category to category not instructor to instructor.
• Random samples of students work should be reviewed as part of assessment process.
• Mission is to assess if we are doing what we should be doing.

Committee Assignments:
• Refer to NCSU Website
• Review documents with learning outcomes distributed today and pages 17 and 18 of LS Document.