Members Present: Millie Abel, Charles Wallis, Terry Michelsen, Brent Kinser, Jim DeConinck, Peter Nieckarz, Windy Gordon, Brian Dinkelmeyer, Robert Anderson, Kari Hensley, Beth Tyson-Lofquist and guests Wes Bonds & Melissa Wargo

Wes Bonds - Chemistry Dept
CHEM 192-1st year freshman seminar-Human Gene Discovery Lab
Wes proposed to committee that due to lack of time and lab setup the course (only offered to Honors students) be changed from 3 contact hours to 4 contact hours but still be a 3 credit hour course. Committee was supportive if it were offered after 3pm. (Proposed example 3-5pm Tu & Th). An AA-5 will be required to change the course to a “2 hours lecture + 2 hours lab” setup.

Melissa Wargo-Director of SACS Assessment
-looked at Kinnear document- used as a recommendation, but non-binding
-LS Doc is focus for assessment
-suggested timeline and delegated responsibilities in list (put on website)
-Data for assessing ENGL101 & 102 were collected last semester & portfolios will be collected to complete (C1) category report - end of this semester
-Wellness (C4) category: we will be collecting assessment data this semester

Melissa suggested that it might not be procedurally valid for the LS Oversight Committee to write assessment reports, the equivalent of having a committee write a recommendation letter to itself. It was suggested that the committee use subcommittees of faculty outside of the LS Oversight Committee including faculty who have expertise in the subject being assessed. A LSOC member can be designated as the liaison to work with the assessment subcommittee. Beth will check on stipend money for the subcommittee that will be asked to work 2-3 weeks during the summer.

Focus groups (with students) aren’t necessary this year but will be a valuable asset to help probe for more specific data.

The Liberal Studies program will be assessed on a 5-year cycle, keeping in line with other program assessment cycles. After discussing the fact that different categories of the LS program will be reviewed each year, Melissa suggested that one year be reserved for reviewing the entire program as a whole.

One common rubric needs to be developed to compare w/all subjects. We should develop the rubric as a committee and propose it to the subcommittee as a basis for
their work. (Small changes to the global rubric might be required for each individual area being assessed.)

Are student “release forms” required for collecting work samples for assessment purposes? Melissa stated that exemption from such a requirement is a common practice as long as portfolios were used internally and solely for educational assessment; however, the IRB should be contacted to confirm this. Charles will contact IRB representative Chris Cooper for feedback.

Minutes were approved from 1-24-06 Meeting