LSOC Committee meeting 4/7/08

Present: Terry Michelsen, Luther Jones, Alex Macaulay, Will Poynter, Carol Burton, Jim Deconinck, Tracy Zontek

Guest: Mark Holliday

Recorder: Joel Knisley

*Minutes from 3/27/08 approved.

Proposal of CS210, Mark Holliday. The following points were discussed:

- AA5 and syllabus have been updated.
- A concern was raised about the course duplicating some of what’s covered in law enforcement, but this isn’t a technical course, it’s a discussion of ethical/philosophical practices.
- Daryl Hale & Debra Burke have signed the consultation form.
- Dr. Holliday will be attending a class on teaching ethics, taught by Daryl Hale.
- Dr. Holliday will also be working with Bill Kreahling on developing effective teaching of this material.
- Computer ethics are part of the discussion at Computer Science conferences.

*Motion that CS210 proposal be approved. Seconded and carried.

Program Development Plan for First Year Seminar

See attached table for findings.

Carol mentioned that response to Summer Assessment Teams for assessing the remaining areas of liberal studies was positive.

Meeting adjourned 3:36 pm. Next meeting is Thursday, April 24 at 2:30 in Rogers UC 209.
## Program Development Plan

**Program: First Year Seminar**  
**Department: Multidisciplinary**  
**Date: January 31, 2008**

### Strengths:

1. Course offerings are diverse and engaging, with many courses incorporating seminar format discussions. Special sections are offered for Honors College Students.
2. Student work is varied and exemplifies the challenge and creative opportunities provided by a variety of assignments and courses; most student work indicates rigorous intellectual applications.
3. 100% of the courses assessed are taught by full-time instructors, promoting meaningful faculty interaction; in addition, 100% of the courses assessed were face-to-face format, which further facilitates student/faculty interaction.

### Recommendation | Strategic Action(s) | Resources needed | Person(s) Responsible | Date of Review
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1. All FYS syllabi include Liberal Studies educational goals, FYS objectives, and course/department goals, objectives and outcomes. | • Develop & distribute orientation packet this semester for faculty teaching FYS.  
• Collect syllabi from DH as well as FYS instructors. | none | Carol, LSOC | No later than 12/15/08
2. Assignments should include specific statements of how they will address the goals, objectives, and outcomes. | • Include examples in orientation packet | None | Carol, LSOC | No later than 12/15/08
3. Syllabus templates should be developed. | • Coulter Faculty Center upload to their site. | None | Carol, Joel, Anna McFadden | 7/15/08
4. Reword LSP goals and FYS objectives for greater transparency and accessibility. Stated goals and objectives could be fragmented into a series of single, less complex objectives. | • Review original LS guidelines (online)  
• Create new/refine objectives | None | LSOC | No later than 12/15/08
5. A common attendance policy for the number of permissible absences without consequences should be developed. | • Adopt the University attendance policy | Carol | Immediate
6. Explore ways to support departments teaching small FYS sections including classes of no more than 22 students, although smaller classes are desirable. | • Develop acceptable funding formula for FYS. | Provost’s Office | 8/15/08
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| 7. Instruct FYS faculty that FYS students have not completed their Freshman Composition sequences; expectations should be tempered accordingly. | • Encourage writing center referrals  
• Include transition to College Writing as supplemental text.  
• CC grade (Composition – Condition) |  | Carol | |
| 8. FYS faculty should generate a variety of creative assignments to address variable learning styles and accompany assignment scores and grades with clear feedback. | • Include in orientation packet  
• Referral to CFC |  | Carol & Anna McFadden | |
| 9. Provide enough FYS course sections each semester to ensure that students may register in a course that appeals to them. Develop a “generic” FYS for late registration students. | • Review enrollment in FYS to track popular options. |  | Carol | |
| 10. Implement a Faculty Fellow position in the Coulter Faculty Center to assist FYS instructors, to oversee the development of a syllabus template, to assure consistency in syllabi and course practices, and to support instruction throughout the FYS component of the LSP. | • Establish Faculty Fellow for Liberal Studies and First Year Seminar. |  | Carol & Anna | |