

Minutes of the Liberal Studies Committee (LSC)

January 23, 2015

UC Dogwood

Members Present: Brent Kinser (Chair), Baldwin Sanders, Carol Burton, Elizabeth McRae, Ethan Schilling, Heather Pack, James Deconinck, Jeanne Dulworth, Martin Tanaka, Niall Michelsen, Travis Bennett

Members Absent: Heidi Turlington, Michelle Scifers and Paromita Biswas

Recorder: Deidre Hopkins

Ex-Officio Members/Guests: David Onder, Erin McNelis, and Katy Ginanni

1. Introductions around the table for our new committee member(s) and guests. Ethan Schilling (CEAP) is one of our new members. Also, Heidi Turlington (CEAP) has taken Chris Tuten's place on the committee.
2. Approval of minutes from the November 20, 2014 Liberal Studies Committee meeting:
 - The minutes from the November 20, 2014 Liberal Studies Committee meeting were provided to committee members and members were provided the opportunity to review the document. The minutes were subsequently approved.
3. ECON 344 and Curriculog Discussion
 - Brent suggested that before the committee discussed the name change that has been proposed for ECON 344, he wanted to discuss changes in broader terms. He had some concerns regarding the proposal and the overall process of how the committee is going to handle changes in the future.
 - James Deconinck explained that assessment is very important and this committee assesses everything in Liberal Studies. This particular proposal by Ed Lopez is to change the name of the course, he's not asking for a content change. The course has already been approved. If we are going to assess this course, then we should be obligated to assess everything within that category. In the past the committee has not really looked at the Perspective to see what the proposer (Ed Lopez in this case) is really doing. The committee would need to assess the course but we must to the full assess everything within that category.
 - There was discussion that this course is an exemplar for why the committee needs to look at all the courses in the liberal studies program. There are no learning outcomes listed in the syllabus, no learning outcomes listed in Curriculog...this is now going to become the curriculum record for this course. There are illusions to a previously approved AA5 that is not attached to the curriculum document. Given the committee's knowledge of the condition of all the courses in the program where so many of them suffer from the same kinds of issues, the fact that some courses were approved more than a decade ago, we should use the opportunity of implementing Curriculog to make the data useful. This data file as it exists, even if we decide to approve the name change, doesn't do any good in terms of going back to Curriculog to find useful data about ECON 344 and what's going on in the class.
 - It was suggested that the committee use the ongoing assessment process as a chance to systematically get the Curriculog presence for the LS Program accurate and up to date with Learning

Outcomes attached to each course in here. Since we are starting an assessment of the program anyway, why not embed that as part of the assessment of each of the areas? The last time there was an assessment, it started in 2006 and ended with a report in 2010. This time we must have syllabi for all the courses. (Example: When we look at P4-History that each course that is approved as an LS course in that category must have a sample syllabus uploaded into the curriculum process and into Curriculog we will review it that way.) Discussed that as the committee goes through curriculum assessments starting from scratch for all the courses that are currently approved. Data should be inserted into Curriculog as a change (by adding Learning Outcomes that are being delivered in that course), then supply the syllabus, as well as any other approved forms that may be necessary. This data will continue to be helpful when the Assessment Teams are doing their assessment of the programs.

- It was agreed by the committee that as part of the assessment process that every course being taught in that particular category would propose a course change by selecting learning outcomes met in that course and supplying a syllabus. There was a motion to adopt a plan which requires a change to Liberal Study courses in the interest of adding learning objectives, along with any other change that is proposed. The motion was voted on and approved.
- There was a motion to adopt a policy that from here forward we will require any change to any Liberal Studies course to be attended with the addition of learning outcomes in Curriculog. The motion was voted on and approved.
- There was a motion to adopt the same policy as attended to the assessment plan going forward, as we go through each core category, each course that taught Liberal Studies will submit a course change through Curriculog and attach those learning outcomes to that course. The motion was voted on and approved.
 1. There was discussion as to whether or not this policy adaption would be retroactive since the WRCS assessment information has already been collected. It was agreed that it was the fair thing to do and with the help of the committee we could get WRCS up to date.
 2. Also, since there are several sections of one course (i.e., English 101 and 202), only one exemplar syllabus should be provided. This syllabus must include the common learning objectives that are expected for that course.
- Discussion of ECON 344 Course Change: Ed Lopez from the College of Business submitted a proposal requesting to change the name of ECON 344 – Ethics of Capitalism to Moral Foundations of Capitalism. The committee began a general discussion about whether or not the proposed name change aligns with the course description. A motion to approve the name change was made and seconded. The motion was opposed by a vote of five opposing and four approving with the caveat that the Learning Objectives must be added to the syllabus. Brent and/or Jim will speak with Ed Wright to recommend that he makes these changes (Course Description/Title connect and add learning outcomes) and submit it back to the committee.

4. Update from David Onder regarding the WRCS/C1 Assessment

- The assessment went great. Per Nate, the collection of the artifacts went well. They have not redistributed yet to do the assessment side but the first part went smoothly.
- Next job is to assemble an Assessment Team for Liberal Studies. This assessment team will include one person from the Liberal Studies Committee.
 1. After general discussion of what is required of the committee member volunteer on the assessment committee (scoring a sample of the student work according to the rubrics that

we developed in the fall semester), James Deconinck volunteered to serve on the WRCS assessment team.

5. Update on Gen Ed/ ETS Assessment

- Erin McNelis provided the committee with a copy of the UNC Gen Ed Council Update. At the last Gen Ed Council meeting in November, it was decided that they are going to create two subcommittees: Technical Advisory Committee and Teaching and Assessment Committee. The GEC is looking for people who should be recommended for membership on the subcommittees. If you have a name that you would like for Erin to bring forward to this group, please let her know.

1. Technical Advisory Committee: Member should have background in statistics, psychometrics, and educational assessment. This member is not to work for ETS but to take will take what ETS has developed and assessing that in some way to determine whether or not this is meeting our purpose of a Gen Ed evaluation.

2. Teaching and Assessment Committee: this will be to survey the UNC system and literature for methods used to teach and assess written communication and critical thinking and identify best practices.

1. Two of these surveys are ready to be field tested out to the system (1) written communication and (2) critical thinking. This is during March 15-April 15. Each campus is to provide 160 students to take the test. Erin will be using her classes so that will gather approximately 80 students. It was suggested to get the remaining students, an email will be sent out to faculty that if they are going to be away during that time and would need to cancel their class, if they would like, they will take over your class to administer this test.

6. Discussion on eligibility for the Excellence in Teaching Liberal Studies Award

- Laura Cruz contacted the committee regarding the Excellence in Teaching Liberal Studies Award. There is a glitch in the dropdown menu in this integrated award nomination process there were not faculty included in that list who are officially 0.8 FTE. In the criteria for the award, we listed that you must be fulltime faculty member. The question is, are the 0.8 FTE faculty eligible to nominated for the award? Laura's question is do we want them added to the dropdown menu or not? Baldwin confirmed that it says fulltime faculty member that's taught at WCU for at least 1 year, and has taught a minimum of 4 LS courses in the 2 years prior to the nomination. The committee agreed that since the university considers 0.8 FTE faculty to be fulltime for instructional purposes, then 0.8 FTE faculty should be included on the dropdown menu. Brent will pass this along to Laura Cruz to update the dropdown menu.

7. Pending conversation with Carol regarding the assessment team charge and a description of what the report document to the committee will look like depends on whether we meet next week (Friday, January 30.)

Time of Meeting Adjournment: 4:47pm

Email Update from Brent on 01/27/15

To save you the joy of logging into Curriculog, below you will find a comment I posted in Curriculog, for the record, as it were.

Jim has spoken with Ed Lopez and they are working to rectify the issues we discussed last week that stood in the way of approving the name change for Econ 344.

No curriculum for Friday (go figure), but we will need to approve a charge for the assessment teams – we need to get the WRCS team up and running (thanks again Jim for signing on) – I have sent a draft to Carol, and will circulate once I have her input and make another pass through the thing --

CURRICULOG COMMENT:

This proposal is currently under revision by the originator.

The LSC has voted not to approve the change, but will revisit the proposal once the following issues are addressed:

- 1) The disconnect between the course title and the course description must be reconciled.
- 2) As in the case for all LS proposals moving forward in the context of Curriculog, no matter the nature of the proposal, the originator must select the Liberal Studies learning outcomes from the drop down menu in Curriculog that will be delivered by the course.
- 3) As in the case for all LS proposals moving forward in the context of Curriculog, no matter the nature of the proposal, a current syllabus for the course must be attached. The syllabus must include the Liberal Studies Outcomes in their entirety, and the outcomes specifically delivered in the course (the outcomes selected in Curriculog) must be clearly identified.
- 4) Further, the syllabus must identify the category satisfied by the course and contain a calendar of activities that reflect a commitment to the delivery of the identified outcomes for the course.
- 5) The originator needs to attach the previously approved AA-5 referred to repeatedly in the last iteration of the proposal.