

## Liberal Studies Committee Minutes

09-13-05

Attendance: Jeanne Kaufman, Windy Gordon, Brian Dinklemeyer, Charles Wallis, Millie Abel, Jim DeConinck, Tracy Zontek, Peter Nieckarz, 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 1 <sup>st</sup> year on Committee	2005-2008
Brian, Peter, & Jeanne 2 <sup>nd</sup> year on Committee	2004-2007
Charles 4 <sup>th</sup> year on Committee	2003-2006
Millie 1 <sup>st</sup> year in 2 <sup>nd</sup> 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 (1<sup>st</sup> 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

C1		P1	Peter
C2	Charles	P3	Jim
C3		P4	Windy
C4	Tracy	P5	Millie
C5	Brian	P6	

Upper Level

1<sup>st</sup> 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.