

Liberal Studies Oversight Committee
Minutes
October 8, 2007
Stillwell 338

- I.** **Attendees Present:** Peter Nieckarz, Robert Anderson, Carol Burton, Brent Kinser, Tracy Zontek, Will Poynter, Windy Gordon, Alex Macaulay, Luther Jones, Melissa Wargo, Kari Hensley, Ray Barclay (guest), Alan Socha (guest) and Brian Dinkelmeyer (guest)

NO MEETING NEXT WEEK; SEE YOU ON OCTOBER 22nd!

II. Approval of Minutes

Clarification was needed in reference to V. Consultation Form for the Curriculum/Course Revision Requests and process.

III. C5 Assessment

Brian Dinkelmeyer was available to discuss the future plan of the C5 assessment team and the selection process for potential members. He would serve as the liaison to make sure samples of work are collected and encourage faculty to take the assessment survey. Brian, with the support of the LSOC, will:

- 1) Generate ideal assessment questions in relation to the C5 category for the survey.
- 2) Work with department heads to nominate assessment representatives to serve on the assessment team. Team members can not be the respective department head or program director or a member of the LSOC. Ideally the teams should be no more than five people with one from each department that offers courses in the C5 area. Preference for an external reviewer would be given to someone who has already served on an assessment team. An example was given for Will Dulaney or Don Connelly to be considered as external members since they had already been through the assessment process for the communication area.
- 3) Talk with the departments at the next faculty meeting and express the support available. The LSOC is willing to meet with the departments to discuss and clarify goals for the C5 assessment.
- 4) Draft the survey using the example Melissa Wargo will send.

IV. C2 Course Data Reports

Ray Barclay and Alan Socha shared the various ways to access data/generate reports related to the Liberal Studies courses using the banner report portal.

How to access:

Got to Internet Explorer

Type **banner** into the web address field

On the right hand side of the page click on **New Banner Report Portal**

Institutional Research & Planning

Liberal Studies

Type the term/semester in the field provided and click on submit to generate report. The information generated will be extremely helpful in tracking progress of Liberal Studies offerings, and help with planning successive offerings. It will also assist with assessment of Liberal Studies.

V. Old Business / New Business

Jim McLachlan will be invited back to the next meeting on October 22nd. He will discuss:

- New Positions
- AA5-Philosophy of the Mind
- How ULP and other courses on the LS check sheet are supported
- The list of PAR courses that were going to be deleted; regularity of the courses offered
- If PAR is using liberal studies to justify new positions

The focus needs to be on sustainability and effectiveness of all courses included in the Liberal Studies Program. Peter will draft a statement to clarify this point using Carol's list of requests from the Chancellor. (Identify 7 key points).