

Minutes of the Liberal Studies Committee (LSC)

November 20, 2014

UC Dogwood

Members Present: Brent Kinser (Chair), Carol Burton, Chris Tuten, Elizabeth McRae, Heather Pack, James Deconinck, Michelle Scifers, Niall Michelsen, Paromita Biswas, Travis Bennett

Members Absent: Baldwin Sanders, Jeanne Dulworth, Martin Tanaka, Steve Baxley,

Recorder: Deidre Hopkins

Ex-Officio Members/Guests: David Onder

1. Approval of minutes from the October 23, 2014 Liberal Studies Committee meeting:
 - The minutes from the October 23, 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.

2. Approval of minutes from the October 30, 2014 Liberal Studies Committee meeting:
 - The minutes from the October 30, 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. Update from David Onder regarding the WRCS/C1 Assessment
 - David and Nate (WRCS) have been working on the WRCS/C1 Assessment.
 - Working on making the application more user friendly. Two prong – 1 for DH to ask faculty to submit work 2 someone who's overseeing the assessment to request people to assess documents. This designed to manage both of those things.
 - The DH will specify in the program as to where the faculty folders will be, where you want the collected artifacts to go; those can be in different locations. This will automatically create folders you want to create, each faculty member will have their own folder that they can put stuff in. For instance, for Nate (overseeing English 101 and 202 courses) I have added a table where you can specify the courses that you want out of the institutional data. By doing this, it will automatically fill in the information for you so that you don't have to manually enter that information.
 - Based on discussions in LSC, we've developed one Rubric that has different items for each outcome. There is a way that the DH can select the Rubric that they want to use (in this case the LSC) and then have the program get the item list from that rubric. Then we can go back to the faculty and specify which rubric item they are going to use for that assignment. For example, Faculty 1 says they are using outcome 1 and Faculty 2 says they are using outcome 2a, those can be selected for each faculty member be specified in the program so the assessor will know which outcome is being assessed for that assignment. Once the selections are made, we can go back and collect all the artifacts. The program will tell you how many artifacts have been collected.
 - Once all artifacts have been received, then go to the assessment side and distribute those artifacts out to assessors for assessment. What ends up happening is that the Rubric that goes out to the

Assessors gets modified based on what Rubric was chosen. Choose where the artifacts are and where the Assessors folders go. Once you know how many assessors and artifacts there are, it will tell you how many you distribute.

- The Assessors will have in their folder will have the Rubric as well as all their artifacts. All they will need to do is open up the excel file. This sample Rubric is choosing Outcome 1. If you wanted to see the item is being evaluated, the Assessor can click on the item and it will open in another window. Once the assessment is done with that item, they will apply a rating that they feel is the best. Once the rating has been selected, they can move on to the next artifact. (Everything that is to be evaluated comes up as a separate sheet within the Excel file. Each one is linked to a spate file in the folder that they are evaluating.) The DH is the critical person in this process. They are the ones who coordinate who is submitting and what are they submitting them for, when it comes to the assessment part, whoever is responsible for assessing that department will be distributing out the information.
- This is still a work in progress as far as how to bring all the information back into a summarization table for the department.
- For the current WRCS - an email will go out which will ask all 101 and 202 to identify which outcome they are meeting. After that, Nate is asking that everyone submit 6 pieces of work/artifacts. We're going to sample the 202 students, we'll need to know the students (920#). WRCS is going to use the same sample for LSC as well as their Program assessment.
- The program will take any kind of artifact in the folder, but if it is a PDF it can strip metadata. This will be very helpful. All artifacts will receive a new file name so the artifact cannot be tracked back to the student or the faculty member.

1.Question: How can we pull information from a Blackboard Exam to use that an artifact?

There is a way to capture a student's exam and copy into a PDF. Faculty Commons can assist with this should there be a need for help.

- What do we need to do to get this initial email out? We had discussed a survey basically stating that You (Faculty Member) have been identified as an instructor of (Course) please identify the outcomes that you deliver in that course, with a qualitative box for additional input regarding LS programs, etc.
 - Looking to get this survey out by the beginning of finals week so the faculty are aware.
 - Next Step – Assemble a Team of Assessors. This should include someone from the department being assessed, 2 external reviewers, and a representative from the LSC.
4. Brent's definition of *refined* for David: the student demonstrates refined skill locating, analyzing, synthesizing, evaluating, information with clear thought form and precise ways that exceeds expectations.
 5. Thought is to have the Assessment teams to have a look at the rubrics in the initial assessment and determining how the rubric can be improved to generate/make the scoring more accurate. After a lap through that we can use this for future assessments.
 6. Update your Outlook Calendars so that we can schedule meeting times for the Spring Semester.

Time of Meeting Adjournment: 4:10pm

Email Update from Brent on 12/02/14

I am writing to give you a quick additional update.

I spoke with Jim this morning, and he is going to speak with Edward Lopez, the submitter of the ECON course on our agenda for January (there are basic issues, e.g. there are no learning outcomes listed in the syllabus, or on Curriculog).

I also think it good for us to discuss the possibility that as we move forward, no matter if we are asked to approve a course change or a new course, the LS learning outcomes must appear or be added in Curriculog.

On the assessment front: David Onder has finished his work on the assessment survey, which will be going out to the WRCS (C1) faculty soon. David has figured out a way for us actually to do both steps we have discussed in one survey. From the survey he has constructed, we will learn both the outcomes delivered in the class and the rubric the instructor wishes the assessment team to use for the student samples being submitted. The WRCS faculty are ready, and the survey should be going out soon. Thanks David!

FYI: I am told that the WRCS faculty are very pleased that we have figured a way to combine the WRCS and LS assessment processes into 1 task instead of 2.

Make sure to get those Outlook calendars up to date for Friday

Email Update from Brent on 12/04/14

Greetings colleagues, and I hope you are enjoying your celebration of Thomas Carlyle's birthday today.

As TC once said, "Our grand business is not to see what lies dimly at a distance, but to do what lies clearly at hand."

Smart man, TC (sometimes) – Plus, there are 2 duties lying very clearly at hand!

1) We need a volunteer to serve on the Excellence in Teaching Liberal Studies Award Committee. I did it last year, and I must say it is in fact a most enjoyable task. Let Carol and I know if you are willin.

2) We will be needing a volunteer to serve on the Assessment team for C1. My position in the English Department makes for a rather convenient conflict of interest, so I can't do it (darn). Again, if you are willin, please let Carol and I know.

Email Update from Brent on 12/15/14

Attached [*in the 11.20.14 meeting folder*] you will find the results of the LS Survey for C1. In it you can see the self-selected map of outcomes being delivered in English 101 and 202 and the rubrics the instructors have selected for scoring of their samples. You will note three non-responders, and we are working on that (naughty or nice list thing).

Let me know if you have trouble reading the spreadsheet.

Many thanks to David and Nate for helping us to get this done.