Minutes of the Second Meeting of the Academic Standards Committee, Friday 16 Nov 2001, 261 Gardner Hall, 3pm.

Present: Samira Towfic, Elizabeth Gates, Beth Frieders, Ted Parsons, Mesut Muslu; David van Buren (ex officio)

1. Discuss and make decision on committee membership (who and how selected), and on whether set meeting dates should be posted.
   • Membership (both voting and non-voting) was discussed. See Proposed Bylaws below for committee membership recommendations.
   • The committee agreed that, beginning next year, a definite meeting date for this committee be set and posted before faculty are elected. It was recommended that we suggest this to Faculty Senate and have them set a time that does not conflict with UUCC, APC, or Improvement of Learning.

2. Discuss and make decision on any possible changes to the committee's responsibilities (as per Bylaws).
   • See Proposed Bylaws below.

3. Discuss draft of assessment plan created by David Van Buren.
   • In general, the idea of a 5-year plan, as presented in David's draft, was acceptable to the committee (at least until it is put to the test).
   • As presented, there were concerns about an inequitable distribution of courses among the 5 years. Suggestions from committee: a) separate out and evenly distribute Humanities and Social Science areas; b) obtain a new undergraduate catalog with an updated list of courses (get a better count of number of courses in each area). I have reworked the schedule a little, included below. Please look this over and bring comments to the next meeting.
   • Some issues came up, which need to be further discussed next semester:
     1) Will we use the same evaluation criteria for all disciplines (do science and English classes get evaluated the same for writing component?)
     2) What does "significant" writing component mean?
     3) How many sections and/or different instructors of a multi-section course should be reviewed? Representatives from each semester if offered both semesters?
     4) The general thought is that this committee should have authority in selecting which sections are reviewed, rather the department or department chairperson.

4. Set date for next meeting.
• Our Proposed Bylaws changes will be up for Faculty Senate discussion on Tues 11 December 2001.
• Our next meeting will be early spring semester. Please send (email or mail) your spring schedules to Beth Frieders in Biology Department (frieders@) by late January and I will find a "convenient" time.
• Original Bylaws (from Faculty Handbook: p. 4.55) --

  a. Responsibilities

     i. Reviews and recommends admission standards to the Faculty Senate based on curriculum and program analysis with respect to the mission of the university and with respect to attrition.

     ii. Periodically reviews courses which satisfy general education requirements to assure these courses are meeting the overall goals set forth in the General Education Plan.

     iii. Consults with the Dean of Admissions and Enrollment Management.

  b. Membership

     Six faculty, 2 from each college
     Ex-Officio: APC Representative

• Proposed Bylaws --

  a. Responsibilities

     i. Reviews the admission standards, observes trends, and reports to the Faculty Senate any recommendations, based on curriculum and program analysis with respect to the mission of the university and with respect to attrition.

     ii. On a rotating basis, systematically reviews courses that satisfy general education requirements to assure these courses are meeting the overall goals set forth in the General Education Plan, and reports its recommendations to the UUCC.

  b. Membership

     Six faculty, two elected by each college, serving three-year staggered terms

     Ex-Officio:
     Director of General Education
     Dean of Admissions and Enrollment Management
     Associate Vice Chancellor
Original Draft from David van Buren:

<table>
<thead>
<tr>
<th>Course Section</th>
<th>2001-02</th>
<th>2002-03</th>
<th>2003-04</th>
<th>2004-05</th>
<th>2005-06</th>
</tr>
</thead>
<tbody>
<tr>
<td>For. Lang (6)</td>
<td>Math (7)</td>
<td>Speech (4-5)</td>
<td>English (2)</td>
<td>Well/PE (27)</td>
<td></td>
</tr>
<tr>
<td>Any cross-listed</td>
<td>Any cross-listed</td>
<td>Ethnic/Gender NOT cross-listed</td>
<td>Any cross-listed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Int. Ed. &amp; Race/Gender for above fields</td>
<td>Int. Ed. &amp; Race/Gender for above fields</td>
<td>AND Any cross-listed (Both)</td>
<td>Int. Ed. &amp; Race/Gender for above fields</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Proposed Review Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>1st year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>For. Lang Lit/Hum (26)</td>
<td>Any cross-listed</td>
<td>Any cross-listed IE/Ethnic/Gender AND all</td>
<td>Any cross-listed</td>
<td>Any cross-listed</td>
<td></td>
</tr>
<tr>
<td>Fine Arts (17)</td>
<td>Int. Ed. &amp; Ethnic/Gender for above fields</td>
<td>NOT cross-listed (13)</td>
<td>Int. Ed. &amp; Ethnic/Gender for above fields</td>
<td>Int. Ed. &amp; Ethnic/Gender for above fields</td>
<td></td>
</tr>
<tr>
<td>Some Soc. Sci: WS (6)</td>
<td>Any cross-listed Int. Ed. &amp; Ethnic/Gender for above fields</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any cross-listed Int. Ed. &amp; Ethnic/Gender for above fields</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # courses/year:</td>
<td>60</td>
<td>61</td>
<td>67</td>
<td>64</td>
<td>62</td>
</tr>
</tbody>
</table>