Academic Standards Committee
Minutes of meeting held Wednesday 11 September 2002
4-5 pm, 261 Gardner Hall

Present: (Members) Christina Curras, Beth Frieders, Julie McDonald, Machelle Schroeder
(Ex Officio) David Boyles, David VanBuren
Absent: LAE representatives (not yet elected)

1. Introductions

Those present introduced themselves. Beth noted that she had been in contact with LAE who had not yet held their elections.

2002-2003 Membership

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<th>BILSA:</th>
<th>LAE:</th>
<th>EMS:</th>
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<tbody>
<tr>
<td>Beth Frieders (1 yr)</td>
<td>(1 yr) Christina Curras (3 yr)</td>
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<td>Machelle Schroeder (2 yr)</td>
<td>(3 yr) Julia McDonald (2 yr)</td>
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Ex Officio:
David Boyles, Director of General Education
Dick Schumacher, Dean of Admissions and Enrollment Management
David Van Buren, Associate Vice Chancellor (and Interim of Winterim)

2. Elections

a) Chair
Beth Frieders was elected chair for 2002-2003.

b) Note-taker
Julie McDonald agreed to be note-taker for the year.

3. Overview of 2001-2002 Committee action

a) new bylaws passed
   - Committee reviewed the bylaws which were passed in Spring 2002.
   - At the end of the year, the current Committee will decide if six is the appropriate number of faculty members on the committee.
   - Based on current figures, it is estimated that the Committee will need to review 60 general education courses each year for the next 5 years.

b) admissions issues
   - Discussion was generated by a memo sent last spring by Rick Tufte. Some of the “issues” were: Have the standards been lowered? Who sets the standards?
   - The Chancellor has become aware of these concerns and will ask Mick Viney, Assistant Chancellor for Student Affairs, to attend a future ASC meeting.
   - Adbollah Soofi from Institutional Research has data that the Committee may want to analyze. For example, UWP is ranked having the 4th highest ACT in the system. Does this hold true if we remove the engineers?
c) gen ed course assessment
   i) 5 yr plan
   ii) list of courses to evaluate this year
   iii) letters mailed in spring 2002
       - notice campus wide
       - follow up to program chairs up for review in 2002-2003
   iv) evaluation forms drafted

   - Beth reviewed the 5-year plan (found in a memo dated 3-22-02 and sent to department and program chairs).
   - A letter to the Speech Communication Program as well as the course evaluation form for Speech were provided as samples of forms/letters used.
   - There was much discussion of issues of anonymity throughout the assessment process. Dave Boyles will ensure that the documents he receives are made as anonymous as possible (such as whiting out names) before he forwards the documents to the committee. He will also assign each reviewer an ID code to ensure anonymity on the part of the committee member.
   - Three committee members (one from each college) will be assigned to look at a portfolio. They will then compare individual ratings. Disagreements will be brought back to the Committee.
   - ASC will report any of its findings or conclusions to the UUCC who will then decide how to use any information gathered. It will be up to UUCC to make any contact with the departments involved.
   - It is the responsibility of ASC to review the documents. It is up to Dave Boyles to contact the departments and faculty to provide the documents.
   - Only courses actually taught in the calendar year designated for review will be evaluated.
   - For those courses cross-listed or double-counted, we will evaluate these courses in all areas rather than ask for re-submission later.

4. Planning for this year
   a) establish S-drive workgroup for minutes, letters, etc
      - Beth and Dave Boyles have all of last year’s files on disk. Beth will place them in a work group on the S drive.
   b) photo copy costs?
      - Dave Van Buren will check on a budget for Xeroxing costs. The Committee thought it would be most efficient if each reviewer had an individual copy of the documents submitted by the departments.
   c) reminders sent to chairs about review this year
*needs to be done ASAP
- The informational letters of 3-22-02 were sent to department and program chairs. This same group will receive the reminder memo.
- **The letter must be edited to provide Dave Boyles' new office location.
- **Add to the letter: Portfolios must be submitted in hard copy.

d) for courses up for review next year:
   i) create list of courses to be evaluated
   ii) draft letter to chair of those programs
   iii) create evaluation forms for those programs
      *can wait a little
      
      - The committee will wait to create forms for next year's evaluation until after we "test" the current forms.
      - Dave Boyles or Julie will work on the math list and the evaluation form for mathematics. Christina will do the same for Humanities.
      - Dave Van Buren will provide each committee member with extra copies of the catalog so that we can keep track of inconsistencies or errors.

e) admissions issues
   - Mick Viney will be invited to attend the next meeting (or a future meeting) to discuss the issues related to admission standards.

Final announcements:
- Next meeting will be Wednesday, September 25.
- ASC meetings will be held on the 2nd and 4th Wednesdays of each month.