Present: (Members) Christina Curra, Beth Frieders, Julie McDonald, Machelle Schroeder
(Ex Officio) David Boyles, David VanBuren
Absent: LAE representatives (not yet elected)
Guests: Carl Allsup, Laura Anderson, Alison Bunte, Terri Burns, Mark Evenson, Dan Fairchild, Duane Ford, Patrick Hagen, Catherine Huff, Mittie Nimocks, Rich Shultz, Ray Spoto

1. Introductions of members and guests

   In an attempt to broaden the communication between the Committee and the University community, the Committee invited the three deans to the meeting. Also invited were those faculty affected by this year’s review of the general education courses.

2. Overview of this committee’s responsibilities:

   - Review of General Education Courses, are they meeting UWP standards?

      During a lengthy discussion between the Committee and guests, the following issues were addressed:

      a) There were concerns over the impending September 30th deadline. Since the Committee recognized mis-communication occurred due to the immediate implementation of the review of general education courses and also recognized the need to fine-tune the process, the Committee will be flexible on the deadline, if necessary.

      b) In efforts to better inform the campus community of this “new” process of reviewing the general education courses, the Committee will ask each dean to forward a memo to the faculty in their respective colleges. The memo will include a statement of the committee’s responsibility to review courses that satisfy the general education requirements to ensure these courses are meeting the standards set forth in the catalog. The memo will also include the timeline for future reviews.

      In another effort to improve communication, committee members will be assigned to act as liaisons for each department/program undergoing a review.
c) What should be in a portfolio? Specifically, should student work be included? This is not required. The Committee is not assigned to evaluate the outcomes of the teaching process. The Committee is to evaluate our attempts to teach what we say we are. Also, separate portfolios should be submitted for regular terms (spring or fall) and for “special” terms (winterim and summer).

d) Those courses that are cross-listed in other departments will be evaluated in all areas rather than ask for later re-submission. Memos related to Ethnic Studies were sent to Carl Allsup who will contact individual instructors.

e) Several guests pointed out the burden of this evaluation process on single-person department/programs such as in Foreign Language where one person teaches all of the courses in a particular language. The Committee had not considered such a possibility when setting up the evaluation process and will try to remedy the problem in the future. For now, the Committee will be flexible in the deadlines assigned for submission of the portfolios.

f) The assessment is not intended to be punitive. It is in no way intended to affect the DRB process. It is to answer the question of whether we are where we said we would be. The process should also focus all faculty (both new and veteran) on our stated standards.

g) Future issues to be discussed:
   (i) the overload put on single-person department/programs.
   (ii) interpretation of “significant writing component” which is a standard for many courses, and possible designation of writing intensive courses.

3. Updates on Issues from last meeting:
   - photo copy funds
     Dave Van Buren’s office will cover the cost of Xeroxing. Portfolios will be submitted to Dave Boyles who will white-out names to ensure anonymity. The whited-out documents will then be sent to Dave Van Buren’s office.

   - S-drive work group
     The S-drive seems to be working. All future agendas, minutes and memos will be posted on the S-drive. Julie will send out an email indicating that minutes are now available.

   - List of courses to be reviewed next year

   - Others?
     The Committee went over the revised letter to be sent to the chairs and deans.
** It was suggested to add a statement that portfolios be submitted in hard copy. The letter will be sent in January to those departments scheduled for review next year. The Committee will schedule a meeting with these departments in mid-February to answer any questions that arise.

4. Other
   - The minutes of September 11 were approved as distributed.
   - The new deadlines will be November 1 for all courses to be reviewed that were taught in the winterim, spring and summer of 2002, and December 20 for all courses taught in the fall of 2002.
   - The next meeting will be Wednesday, October 9.