Meeting agenda

1. Updates on Issues from last meeting:
   - List of Humanities courses to be reviewed next year.
     - The Committee reviewed the list that Christina had compiled. A copy is on the S-drive. The discussion that followed included such issues as courses that double-count versus those that don’t and appropriate standards for second-level-only courses. It is not the role of the Academic Standards Committee to address such issues. However, we believe that in the process of doing the reviews of general education courses, we may form some opinions to be presented to UUCC.
     - Once the Math letter is finalized, Beth will ask each committee member to help in creating letters specific to each program/department in the Humanities area.

   - The “standard info letter” was resent via email across campus on 25 Sept 02. Did it make it to everyone?
     The letter seems to have gone out to the entire University community.

   - Review and Approval of follow-up letter to Math (in Review Memos folder)
     - Send by email and hardcopy?
     - When should we schedule a meeting with dept - late fall or early spring?

     - There was considerable discussion of the draft of the letter to be sent to the Math Department. In an attempt to clear up as much confusion as possible, the following issues should be incorporated into the letter:
       -- The standards that the Committee will use for the evaluation are straight out of the University catalog.
       -- The section related to the portfolio will be re-written in bulleted form.
       -- Under iii), “examples” does not mean a sample of every assignment and does not necessarily mean student work.
       -- The narrative should focus on standards and not on a list of content topics.

     - An e-mail of the letter will be sent to the Department Chair with a request to forward the memo to the department members. A copy will also be e-mailed to the Dean and to Dave Boyles, Director of General Education.
- The Committee will schedule a meeting with the Math Department some time in late February of early March, prior to Spring Break.

- Status of LAE membership - should know by Thursday 10 Oct.
  Beth will meet with the newly elected members individually to bring them up to speed on the work of the Committee.

2. Discussion of the role of the Director of General Education as editor of submitted portfolios.
   Dave will white-out names of instructors to ensure anonymity. The Committee felt that Dave should act as a preliminary screen for the submitted materials. If the submitted material is inappropriate, Dave should contact the individual instructor and ask for a revision.

3. What should we do when files don't arrive on time?
   It is not the role of the Committee to “police” the faculty. It will be up to Dave Boyles to report to UUCC if faculty are not cooperating.

4. Other
   - Dave Boyles distributed two samples of submitted portfolios. The Committee is to review these for the next meeting. A goal at the end of the year will be to provide further guidance to faculty as to what constitutes a “good” portfolio. In particular, does the narrative give explicit reference to the standards (good portfolio) or is it more of a description of the course with a nodding, implied reference to the standards (not good!).
   - Next meeting is scheduled for Wednesday, October 23.