Academic Standards Committee

Minutes of meeting held Wednesday 11 December 2002
4-5:00 pm, 261 Gardner Hall

Present: (Members) Rosalyn Broussard, Dennis Ciesielski, Christina Curras, Beth Frieders, Julie McDonald, Machelle Schroeder
(Ex Officio) David Boyles
Absent: David Van Buren

Meeting agenda

1. Approve minutes of 13 November 2002 meeting (on S-drive and distributed by email from Julie) OK as distributed.

2. Finalize the philosophy and the humanities, English and mathematics memos

   English -- The December 9, 2002 memo is the most recent version. The following editorial changes were suggested: i) address letter to “Teresa Burns, English Program,” ii) change “Further” on page 2 to “furthermore,” and, iii) on page 4, put the “submit to Dave” in bold face and add the sentences “Please do not send materials to the Chair of the Academic Standards Committee. Also, rather than staple the submitted materials, it is preferable that you use a binder clip to keep the material together.” It was agreed that Dennis would be the Committee liaison for the English program.

   Philosophy -- The November 22, 2002 memo will be OK when the changes to page 4 mentioned above are added.

   Math -- All of the changes suggested above as well as earlier changes related to “standard” semester should be included. Also, delete Sheryl Wills from the list of CC’s at the end.

   [All of the above edits were made on December 12, 2002. The most recent versions of the three memos can be found on the S-drive.]

3. Discuss what kind of admissions info we want to request. What do we want to do with this info?

   a) The Committee would like some info on the “track record” of the students in the category “exceptional admits.” Do they succeed? What time frame is needed for graduation? What is the retention rate from 1st year to 2nd year? What do these students major in?

      Beth should get permission from Dick Schumacher for our Committee to ask Abdolah Soofi to assist us in gathering this data. After receiving and reviewing the requested data, the Committee will then decide what recommendations need to be made, if any.

   b) What are the average ACT and the graduation/retention rates if the engineers are separated from the general student body? It was decided that, while this is of interest to the Committee, this discussion would be tabled for now.
4. Dave Boyles will prepare a summary of the team member reviews of portfolios -- should he bring this back to the committee for approval before sending it to UUCC? Yes.

   Dave handed out the second round of submitted portfolios, #15-20. On future listings, he will indicate if he has additional material (i.e., videos, large volumes, etc.) for the Committee to consider.

5. Meet as teams and go over at least the first 3 portfolios provided at last meeting.

The next meeting will be on January 22, 2003. It will be a short meeting to hand out additional portfolios and for announcements.