Present: (Members) Christina Curras, Beth Frieders, Julie McDonald, Brian Peckham, Machelle Schroeder, Kathleen Tigerman, Tim Zauche.
(Ex Officio) David VanBuren.
Brief appearance: Rosalyn Broussard.
Absent: Steve Kleisath, Angela Udelhofen.

1. Introductions
   Angela Udelhofen, Interim Director of Admissions and Enrollment Management, will be unable to attend the September meetings.

2. “Election of officers”
   
   Chair: Beth Frieders
   Secretary: Julie McDonald
   Gen Ed Organizer: Christina Curras

3. Explanation of what the committee does
   FOR NEW MEMBERS please read the following attached items before the meeting:
   a) the ASC report to UUCC from Spring 03

   Beth distributed the first page of last year’s report given to the Faculty Senate and the UUCC and then outlined the duties of the ASC. The ASC is charged with two primary responsibilities: 1) review general education courses to assure that these courses are meeting the standards outlined in the catalog, and 2) review admission criteria. A third responsibility is to participate in the University discussion of the general education requirements and, if necessary, to make recommendations for any possible revisions.

   The review of the general education courses began in 2002-2003 and will take five years to complete. (The review schedule for 2003-2004 was handed out to the new members.) The review will help the University prepare for the upcoming NCA visit. It will also provide us with information relevant to the current discussion of student outcomes.

   A copy of the Admission Requirements for Fall 2003 was distributed. This will be the topic of discussion at future meetings. Specifically, Angela Udellhoven has asked that a discussion of admissions issues be put on the agenda for the October meetings. ASC’s specific concerns are: 1) Should faculty be involved in determining the process for admission? and 2) If so, what committee should be involved? It is the consensus of the group that we have a great opportunity to get faculty involved in the admission process as the new Interim Director “defines” her position. The ASC started gathering data last spring in an effort to start to look at admission trends.
Due to the heavy workload (and the absence of administrative support due to the reduction of the position of the Director of General Education from ½ to ¼ time), the ASC was increased in size to include 9 faculty members.

b) letter sent to English outlining review process
The English letter follows multiple revisions made last year in an attempt to improve communication with our colleagues. Similar letters were sent to Math and Philosophy.

c) list of courses to be reviewed this year  (see above)

d) sample course evaluation form.
A copy of the evaluation form for Humanities that was used last year was distributed. The forms need to be modified (delete “not applicable” in all but one instance and ask for an “explanation” in all cases).

**Julie will modify last year’s forms and create the form for Mathematics.

4. Old Business

- New course eval forms needed  (see above)
- status of portfolios that are due
  **Julie will send a memo to each of the areas above reminding them of the September 26 deadline and notifying them to send the portfolios to Christina.

  **Also, Christina will contact David Boyles, last year’s Director of General Education, to get the documents that were submitted last year.

- other?

5. New Business

- Admissions Standards and data collection
  (item for discussion at the October meetings)

- Access to S-drive folder
  **Beth will get this set up. All agendas and minutes are posted on the S-drive, as are the evaluation forms and other pertinent memos.

- John Simonson Email  (carried over to next meeting)

- Other
  - The Provost has asked that key committees on campus have a web page to allow campus-wide access to agendas, minutes, etc.

  **Julie will contact Dan Frommelt about getting this set up.

The next meeting is scheduled for September 24.