Academic Standards Committee

Minutes of meeting held Wednesday 24 September 2003
4:00-5:15 pm, 261 Gardner Hall

Present: (Members) Rosalyn Broussard, Christina Curras, Beth Frieders, Steve Kleisath, Julie McDonald, Brian Peckham, Kathleen Tigerman, Tim Zauche
(Ex Officio) David VanBuren

Absent: Machelle Schroeder, Angela Udelhofen

REVISED agenda:

1. Approval of minutes of 10 Sept 03 meeting  OK as distributed

2. Agenda – additions, changes, approval  OK as distributed

3. Old Business
   b. New course eval forms – created by Julie, on S-drive. Approval?
      Forms were approved. They are available on the S-drive.
   c. Status of portfolios due/program reminders – updates by all

      The Math Department has turned in all of the required portfolios for Spring 2003 and Summer 2003. The Philosophy program and the Women’s Studies program are still working on their portfolios.

      There was some confusion about submitting one cover letter for each course.  **Be more explicit in next year’s letter.**

      Beth reviewed the procedures used to evaluate portfolios. The six faculty who are not “officers” are divided into two teams. The three members of each team will read the same portfolios to reach a consensus on the ratings. Chris will “randomly” distribute the portfolios, probably by “odd/even” as the portfolios are submitted. Each reviewer will have a code number to put on the evaluation forms

      Team A will consist of Rosalyn Broussard, Steve Kleisath, Kathleen Tigerman
      Team B will consist of Brian Peckham, Machelle Schroeder, Tim Zauche

The “outcome” of the review is to provide information to the UUCC. It is not to “police” our colleagues. Based on the ASC report, UUCC may question the validity of the current standards and thus begin (continue?) the discussion of the general education requirements. UUCC may provide feedback to a department if a serious departure of the standards has been found. Two reasons for doing the review of the courses satisfying the general education requirement are: i) to determine if a course that has evolved over time still meets the stated standards, and ii) to see that satisfying the requirements is not dependent upon a particular instructor.
d. Update on UUCC activities from this committee’s report in April 03

UUCC made the discussion of the general education standards one of its top priorities. UUCC created a sub-committee, including David VanBuren, that will get in touch with the ASC to discuss the ASC report in more detail. ASC may be asked to attend various UUCC meetings. The sub-committee will also talk to various fields to help shape the discussion of new/current standards. For example, the sub-committee will talk to those fields in the Social Sciences, an area housed in all three colleges. Bottom line: UUCC wants to begin the discussion of the general education requirements now rather than wait another four years for the review to be completed.

4. New Business
   a. ASC web page – what to put on it, how to accomplish

   Julie has been in contact with Dan Frommelt. He will actually create and support the web page. Julie just needs to supply him with the appropriate information. Dan will first need to obtain an e-mail account for the committee.

   It was decided to include the following information on the ASC web page:
   - description of responsibilities
   - list of 2003-2004 members
   - meeting schedule and location
   - minutes of all meetings
   - agendas for meetings
   - the five-year review schedule
   - list of specific courses reviewed in 2002-2003 and 2003-2004
   - sample letter sent to departments under review
   - the evaluation forms

   If possible, ASC would like a link from the campus calendar to our web page.

   b. John Simonson Email – please look at before meeting (attached, & on S-drive)

   We will invite John to the October meetings when Angela has requested a discussion of admission issues. To get a feel for past discussions, refer to the minutes of the 11-13-02 and 4-9-03 meetings of the ASC on the S-drive.

   c. Interactions/Communications with Academic Oversight Committee and Academic Planning Council

   Tom Nelson of APC would like a joint meeting of the AOC, the APC and the ASC. The regular meeting time of the APC is the same time as that for ASC. Two members of the AOC are John Simonson and George Smith.

   d. Academic Appeals – Julie

   At a summer meeting of the Admissions and Academic Appeals Committee, two courses surfaced that some members of the AAAC felt had questionable “standards.” They asked that Julie bring the discussion back to the ASC since she serves on both committees. Dave reported that he had looked into both situations, and that he and the appropriate Dean had taken care of one of them. ASC’s
position continues to be that it is not within our purview to police our colleagues. Any such issues need to go before UUCC.

e. New undergraduate catalog – specific recommendations to UUCC for changes (p. 30)
   i. Separate ethnic studies from gender studies
   ii. The 3 bullets for critical thinking and the 4 bullets for information literacy should be merged with the corresponding 2 for all general education courses.

The general education requirements will be an on-going discussion. We will focus in on the issues above in November. Any suggesting we have for changes to the general education requirements need to go to UUCC.

Dave distributed 2nd copies of the catalog to each ASC member. As we find errors, we are to “mark-up” the catalog and at the end of the year return it to Dave. One “error” pointed out (on page 30) was the lack of spacing between the “Wellness and Physical Activity” and the discussion of the critical thinking component of the general education standards.

Future meetings: October 8 and October 22
   discussion with Angela Udelhofen about admission issues
   or
   a joint meeting with APC.
   November – discuss item 4.e above