Approved Meeting Minutes
17 November 2011
International Room, Morris University Center

Members Present: Susan Wiediger (chair), Zienia Agustin, Lenora Anop, Mary Ettling, Eva Ferguson, Ryan Fries, Kay Gaehle, Tom Jordan, Craig Miner, Stephanie Sandifer (student), Laura Strom, Melissa Thomeczek, Cheryle Tucker-Loewe, Cory Willmott, E. Duff Wrobbel.

Excused: Denise Cobb, Greg Littmann, Daniel Mead, Yvonne Mitkos

1. **Minutes Approved**: Minutes from October 20, 2011 meeting were approved with changes from a motion by Wrobbel with a second from Thomeczek.

2. **Reports**:
   a. **Standing Committees and Operations**
      i. **Undergraduate Programs Committee** - Eva Ferguson presented form 91A UPC approval for BUS 11-11 (revised).

         Clarification was provided on the process for recording/eliminating duplicate Form 91s.

         Motion to approve by Thomeczek and second by Agustin; motion passed.

      ii. **Undergraduate Courses Committee** - Kay Gaehle distributed the CC report of approved and pending courses on a new form. Request to include a column indicating from type (a,b,c); column will be added.

         Discussion regarding additional approvals and timeline for courses that impact General Education or Assessment.

         Motion to approve by Fries and second by Sandifer; motion passed.

      iii. **General Education** - Zienia Agustin presented a list of fast-tracked courses approved by the Lincoln Program Designations Committee (LPDC).

         Laura Strom will provide a list of the approved general education courses.

         Committee accepts fast-tracked courses as presented.

      iv. **Academic Standards and Policies Committee** - Ryan Fries provided an update on the +/- grading proposal. The survey instrument has been approved by Institutional Research and reviewed by IRB. The survey will launch at the end of the fall semester and results and recommendation will be forthcoming in spring, 2012.
v. **Assessment Committee**- Denise Cobb submitted the attached report. Discussion regarding proposed rubrics that may replace the multiple choice test. Discussion about validity and reliability of rubrics as well as student sample groups.

vi. **Graduation Appeals Committee**- No report

b. **Additional Reports:**
   i. **Enrollment Management**: No report

   ii. **Registrar**: No report

   iii. **Educational Outreach**: No report

   iv. **Academic Advising**: No report

   v. **Instructional Services**: No report

3. **Unfinished Business**- none

4. **New Business**
   a. Review proposed changes for 1H2- General Education Requirements for Honors Scholars Students

      Motion to approve by Gaehle; second by Thomeczek; motion passed.

   b. Review proposed changes for 1H3- Transfer Equivalency for General Education Requirements

      Motion to approve by Strom; second by Miner; motion passed.

   c. Review proposed changes for 1K4- Undergraduate Proficiency Examination Policy

      Discussion regarding equity and rationale of in-class v. out-of class testing. Clarification that students who participate in in-class testing are counted as enrolled students in the university census. Discussion of advantages and disadvantages of both methods. Committee expressed a need for additional information on which departments offer in-class proficiency tests and rationale for why they do so.

      Action: Laura will send a list of departments who offer in-class proficiency testing and Sue will contact department chairs to request a rationale. Sue will also contact instructional services to ask about volume of requests for out-of-class proficiency testing.
d. Policies about interdisciplinary programs: Issues presented include resistance, lack of procedure, budget, resource issues, minors being created with no coordination, and assessment. Clarification: Letters of Support are required when UCC approves changes. Clarification regarding program v. minor. Major questions: (1) is there a demonstrated need for policies regarding interdisciplinary minors and (2) do such policies fall under the purview of the curriculum council.

Action: Cory will provide summary data that was previously collected.

e. Timeline clarification for new courses and programs: Sue will present at the December meeting.

5. Adjourn
Agustin made a motion to adjourn and Jordan seconded; motion passed.
Meeting adjourned at 4:27 pm.

To: Curriculum Council

From: Denise Cobb, Director of Assessment

Date: November 17, 2011

RE: Report on Committee on Assessment Meeting

The Committee on Assessment (COA) met November 4th. At this meeting, the COA approved three Form 90s related to Senior Assignment: Art and Design, Chemistry, and SPPA. The Committee is beginning the process of determining how to assess Senior Assignments to better ensure alignment with general education (GE) outcomes assessment. The committee will ask department chairs to report which GE outcomes are already in their Senior Assignment and to identify which GE outcomes could be measured with little adjustment.

The Committee discussed the proposed SET Implementation Plan and the Committee on Assessment’s anticipated involvement in the continuous review process. The SET Continuous Review Committee has been suggested to be a subcommittee reporting to COA.

Vicki Scott discussed preliminary results from annual reporting. A concern that emerged last year resurfaced. There are two programs that have consistently reported 90+ percent of their students are exceeding expectations. The committee recommended that Dr. Scott talk with the department chairs about these results to understand these outcomes and help determine how the programs might gain more useful evidence to guide their continuous improvement efforts.