Academic Foundations Committee
Minutes

October 10, 2006

Present:	Oliver Chen	Dan Gretch
	Jeanine Wilker	Barb Pedula
	James Ellis (student)	Sarah McIntyre (student)

Absent:	Mark Hardt – *excused*	Connie Landis – *excused*
	Abbas Heiat – *excused*	
	David Garloff – ex-officio	Tasneem Khaleel – ex-officio
	Mary McNally – ex-officio	John Cech – ex-officio
	Mary Susan Fishbaugh – ex-officio	Bob Carr – ex-officio
	George White – ex-officio	Stacy Klippenstein – ex-officio

Guest: Jane Howell

Presiding: Dan Gretch

Dan Gretch called the meeting to order at 3:46 p.m. in the Bridger room of the SUB.

The minutes of October 3 were accepted as presented.

I.   Discussion/Action Items

A. Revise Academic Foundations Document to Include BOR Oral Communication Requirement
B. Revise Matrix to Include BOR Oral Communication Requirement

It was noted that oral communication needs to be added in just a few places in the Academic Foundations Document, but more will be needed for the matrix. It was agreed that the Information Literacy category name would not change; a requirement will simply be added for oral communication.

Three new outcomes were added to the matrix under I. Skills Development & Application:
    4. Develop effective oral communication skills.
        a. Demonstrate ability to verbally present information using a variety of techniques.
        b. Demonstrate ability to understand and interpret oral information.
        c. Demonstrate the ability to undertake and accomplish original work in oral form.

- Motion by Barb Pedula, seconded by James Ellis to approve on first reading the changes to the Academic Foundations Document and the Matrix to include an oral communications requirement.

- Motion carried.

C. Compose Notification to Information Literacy Courses: Need to revise and resubmit to meet BOR Oral Communication requirement

The Committee composed the following:

The Academic Foundations document (attached) has been revised to include an oral communications component as per the BOR requirement. This component will be integrated into the Information Literacy subcategory. Intended outcomes of this component are found in the revised outcomes matrix (attached) under I. Skills Development and Application 4. Develop effective oral communication skills. Please modify your current matrix and course syllabus to reflect these changes and submit them to the AFC by October 31, 2006. As you develop your Academic Foundations assessment tool, please plan to incorporate measures of the three new outcomes added to the matrix.

D. Subcategory Assessment Committees
        1. New Name!

The Committee agreed that the groups from the anti-retreat/workshop in September will be called the Academic Foundations Working Groups.

E. Pilot Assessment

It was noted that last week Dean Khaleel suggested the following way to assess courses in a category: "In one category, assess three types of courses: (1) a course that is offered on the east campus and at the COT, (2) a course that is offered in-class and online, and (3) two other courses with different rubrics from the first two." (from the minutes of 10/3/06) It was noted that in many categories, this will not be possible as there are only one or two rubrics.

It was noted that we will need to pick some courses to be assessed this spring very soon, so those departments will be prepared to assess.

The meeting adjourned at 5:10 p.m.

Respectfully submitted, Rita J. Rabe Meduna.