

**Academic Foundations Committee
Minutes**

October 17, 2006

Present:	Oliver Chen Mark Hardt Abbas Heiat Sarah McIntyre (student)	Dan Gretch Connie Landis James Ellis (student)
Absent:	Barb Pedula – <i>excused</i> David Garloff – ex-officio Mary McNally – ex-officio Mary Susan Fishbaugh – ex-officio George White – ex-officio	Tasneem Khaleel – ex-officio John Cech – ex-officio Bob Carr – ex-officio Stacy Klippenstein – ex-officio
Guest:	Jane Howell	
Presiding:	Mark Hardt, Chairperson	

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

The minutes of October 10 were accepted as presented.

I. Discussion/Action Items

A. Second Reading: Revisions to Academic Foundations Document and Matrix (Item 16)

- Motion by Dan Gretch, seconded by Abbas Heiat to approve the modified Document and Matrix (Item 16) on second reading.

- Motion carried.

B. Bylaws Revision to Include Library

It was proposed to add the following to the membership section of the AFC bylaws:
“one professional staff member from the Library [to represent Information Literacy course(s)]”

- Motion by Connie Landis, seconded by Dan Gretch to approve the change to the bylaws.

The Committee noted that Jane Howell and Brent Roberts have been very helpful to the AFC.

- Motion carried

- Motion by Connie Landis, seconded by Dan Gretch to waive second reading of the bylaw revision.

- Motion carried.

The bylaw change will go to the Academic Senate at their October 26 meeting.

C. AFC Meeting Schedule – Every other week?

It was noted that if we cut our meetings down to every other week, we only have three or four more meetings before the end of the semester.

It was cited that when the UCC revised general education in 1996-1997, they agreed to stay “in session” so it wasn’t necessary to reach a quorum. Instead of adjourning, they recessed until the next meeting time.

The Committee agreed that the AFC meeting will not adjourn until the end of this semester.

D. Assessment Capability Requirements – Anything to add?

Connie Landis and Mark Hardt reviewed the list of requirements and agreed that Dr. Barber’s list covers the things our assessment will need. Dr. Hardt stated he would draft a letter to Dr. Barber that the AFC is satisfied with the listed assessment capability requirements.

E. Academic Foundations Working Groups – Contacting & Working with Them

The Committee agreed to send out the following memo to the Academic Foundations Working Groups:

The Academic Foundations Committee will conduct a pilot assessment of Academic Foundations during Spring semester, 2007. Provost White has recently announced to the committee that the assessment *must* be done. This letter is intended to provide guidance to members of the Academic Foundations Working Groups as you work on the assessment instrument for the program courses you represent.

1. Assessment will be done in a staggered fashion, with certain courses within each category being selected for Spring 2007, others for Fall 2007, et cetera. The schedule of assessment will be decided by the AFC.
2. At the working retreat, Academic Foundations Working Groups were formed based on the category that faculty’s course is in. Working Groups’ members were asked to identify six items from the matrix they felt were most important for the assessment of their course. What you need to do is develop a quantifiable means to assess courses in the category, even if the measurement is qualitative.

3. The form of assessment does not have to be the same for all courses in the category. As long as all the courses in a subcategory are meeting the same objectives, they can assess them however they like. Even different sections of the same course may need to use different methods of assessment if one section is much larger than another. This will help ensure that there is similarity among sections taught by part-time faculty. What is important is that *all courses in the category are assessing the same items from the matrix and the assessment is quantitative.*

It was noted that aside from this memo, the AFC members should contact the department chairs of their areas in Academic Foundations to both push them along and help them develop an assessment tool.

It was cited that the first courses assessed next semester will probably have to be those willing to start. Perhaps those of us who teach a course in Academic Foundations could volunteer their course for spring. Those not teaching in Academic Foundations could collaborate with someone who does.

It was observed that with a two-year cycle of all Academic Foundations courses being reviewed, it will give courses two years to “shape up” if they receive a bad rating.

It was noted that the faculty have been notified of the new Academic Foundations program, but the rest of the campus has not. We should get some announcement out to the whole campus—even a press release. Dr. Hardt and Ms. Howell agreed to write something up to send to University Relations.

The AFC recessed at 4:37 p.m.

Respectfully submitted, Rita J. Rabe Meduna.