

**Academic Foundations Committee
Minutes**

November 14, 2006

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

Mark Hardt reconvened the meeting at 3:45 p.m. in the Bridger room of the SUB.

The minutes of October 31 were accepted as presented.

I. Discussion/Action Items

A. Assessment Software

Mark Hardt noted that the Committee should meet with Michael Barber about specific needs for the assessment software. Dr. Barber will be asked to a future meeting.

B. Plan Academic Foundations Working Group Meeting: November 16 at 3:40 p.m. in the Lewis & Clark room

It was noted that the following materials will be needed:

1. Revised matrix
2. List of approved courses
3. Chosen matrix objectives for each category
4. Category objectives
5. Syllabi and matrixes of approved courses

It was cited that there are several national conferences going on this week, so many of the Working Group members and department chairs are gone.

It was noted that a recorder should be chosen for each category group so that the AFC will have a record of what the group does. A leader for each group should also be chosen.

It was stated that we need to give the groups a task. For example, find two ways to measure each outcome objective.

Agenda for the meeting:

A. Changes to the matrix

B. Timeline:

September 2006: Working groups established; Groups designate coordinators and begin working on developing assessment measures

November 2006: Assessment Checkpoint; Groups continue to develop assessment measures

November 28, 2006: Spring 2007 assessment courses identified/announced

December 8, 2006: Deadline to forward assessment measurement to AFC

Spring Semester 2007: First round of assessment

Fall Semester 2007: Launch Academic Foundations program

October 15-17, 2007: Mock NWCCU accreditation visit and self study report

October 13-15, 2008, NWCCU accreditation visit

C. Embedded Assessment Presentation – Dan Gretch

D. Break into Groups – Identification of groups

It was noted that we need to define how the assessment will be quantified. Should faculty report the average score? If a multiple choice question is used, should faculty report the percentage of students who answered correctly? It was noted that IT does not have the assessment software ready. Will they have it ready in time for spring? It was cited that even if the software is not ready at the beginning of spring semester, as long as the assessment data is recorded, it can be entered later on or in the summer.

It was observed that we should also be surveying our alumni, because so often general education doesn't "click" until much later. It was suggested that when the new alumni director is hired, the Committee meet with that person to add some questions to the current alumni survey.

The AFC recessed at 4:55 p.m.

Respectfully submitted, Rita J. Rabe Meduna.