

**Academic Foundations Committee
Minutes**

November 21, 2006

Present:	Oliver Chen Mark Hardt James Ellis (student)	Dan Gretch Connie Landis Jane Howell
Absent:	Barb Pedula – <i>excused</i> Sarah McIntyre (student) – <i>excused</i> David Garloff – ex-officio Mary McNally – ex-officio Bob Carr – ex-officio George White – ex-officio	Abbas Heiat – <i>excused</i> 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 November 14 were accepted as presented.

It was noted that the Committee would like to thank Ms. Rabe Meduna for her continued clear and organized reporting of the Committee's actions.

I. Discussion/Action Items

A. Results of Academic Foundations Working Group Meeting on November 16

It was noted that the few people who were able to attend felt they got their questions answered. It was noted that most of the people gone to conferences were from Arts & Sciences. Dr. Hardt has asked Dean Khaleel to stress the importance of completing the assessment tools at her Chairs Meeting.

It was cited that each category Working Group needs a leader or chair, which didn't really happen at the November 16 meeting. AFC members may have to ask someone to lead in the larger categories.

B. Meeting with Michael Barber Regarding Assessment Software

It was noted that a scantron machine that breaks down results on a question by question basis would make the assessment process much easier for faculty. Faculty could simply pull out the six questions and submit the results. A report from a scantron like this is also useful to instructors for other reasons, such as pinpointing the questions that students did not understand. It was cited that for a written exam, we need to have some sort of scale to score the response with and it needs to be the same scale for all Academic Foundations courses.

This scale could even be used for multiple choice questions. If 75% of the students get a question right, it would be a score of 7.5 on a 10 point scale.

Mark Hardt agreed to try to meet with Dr. Barber on a Thursday afternoon, if he is available.

C. Identification of all Academic Foundations Courses Taught in Spring 2007 by Full-Time Faculty

It was noted that most of the Academic Foundations courses are being offered next spring. We could assess all of the courses taught by full-time faculty, because Provost White wants to have plenty of data for our NWCCU visit.

Mark Hardt stated that he would have a list of all courses taught next spring by full-time faculty for the next meeting. It was noted that perhaps we should allow departments to choose which sections will be assessed if there are many sections offered. We would not necessarily need every section of every course to be assessed.

The AFC recessed at 4:42 p.m.

Respectfully submitted, Rita J. Rabe Meduna.