

**Academic Foundations Committee
Minutes**

September 11, 2007

Present:	Oliver Chen Lea Zoltowski Jane Howell	Mark Hardt Kathy Kelker Tasneem Khaleel – ex-officio
Absent:	Jay Shaw – <i>excused</i> Barb Pedula – <i>excused</i> David Garloff – ex-officio Mary Susan Fishbaugh – ex-officio John Cech – ex-officio Stacy Klippenstein – ex-officio	Abbas Heiat – <i>excused</i> Gary Young – ex-officio Karen Heikel – ex-officio George White – ex-officio
Presiding:	Mark Hardt, Chairperson	

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

The minutes of March 20 and notes of May 1 were accepted as presented.

A. eCompanion

It was noted that a couple years ago the AFC agreed that we would develop software for assessment with the help of College of Business faculty. Late last spring semester, eCollege's eCompanion was selected to be used instead. The faculty involved in that decision were told the AFC was not working on software so initiative had to be taken. The eCompanion software is labor-intensive, exactly what the AFC was trying to avoid. The AFC should continue to develop software for assessment.

It was noted that there is an eCompanion shell set up for every course offered this semester, but its use is required only for Academic Foundations courses. If faculty are already teaching online, set-up is easy. It is *not* easy for non-online courses and faculty who have never worked with eCollege.

It was cited there are numerous technical problems with the eCompanion shells. Passwords are a big issue because faculty received their passwords, which cannot be changed, in an email that was not immediately recognizable. It's very possible that many faculty deleted the email as spam. There are also issues with eCollege's helpline, and the fact the eCollege plans to make some changes to the software during this semester. Another problem is that part-time faculty do not have computers. How are they to enter their assessment data? Assessment and eCompanion were not discussed at the part-time faculty orientation in August.

It was stated that the students have not received their passwords either. At least half of the students this fall do not yet have their passwords.

It was agreed that the AFC should hold another meeting to train faculty in the matrix and other objectives. We should also have the faculty passwords re-sent from a known campus person, perhaps Michael Barber, Chief Information Officer. The Deans could also be reminded to get their faculty started using their passwords. It was noted that for part-time faculty, the password is emailed directly to that faculty member. Perhaps the part-time faculty member's mentor should also be included in that email, so the mentor can also help the faculty member get started working on the assessment measures.

It was cited that, to keep the faculty informed, the AFC minutes should be copied to all the faculty.

It was noted that we still need a scale to use for the assessment measures. It was observed that eCompanion uses letter grades and point accumulation.

It was stated that we need to be flexible with assessment measures. If faculty create a better assessment measure, we need to be able to easily include those changes.

It was noted that all faculty teaching Academic Foundations courses need to be made aware that they *must* assess this semester—it is not optional. The AFC could recommend to the CQI Committee and the Provost that they remind faculty of this. Since most Academic Foundations courses are in Arts and Sciences, Dr. Hardt will email them and Dr. Khaleel will reinforce the need at the Chairs meeting.

B. AGLS Conference

Tasneem Khaleel stated that she submitted two proposals (one for an award and one for presentation) this summer about the Academic Foundations program and its development. Brent Roberts reviewed the proposals. The one for the award was not selected because we were missing a book which had five questions to be answered in the proposal. However, Dr. Khaleel will be attending the conference in mid-October, with half-off the conference fee. They also unanimously selected the second proposal for presentation, and Dr. Khaleel was also selected to sit on a discussion panel.

C. WR and TN Courses Audit

It was noted that the ability to make sure all students meet the WR and TN course requirements was never turned on in Banner because it's very complex.

The meeting adjourned at 4:32 p.m.

Respectfully submitted, Rita J. Rabe Meduna.