

## LIBERAL STUDIES COMMITTEE MEETING

September 15, 2006

3:00-5:00 PM

Babbitt Administrative Building, Room 206

### AGENDA

- I. Welcome and introductions
- II. Approval of October 21, 2005 and April 21, 2006 minutes
- III. Overview of Faculty Senate Liberal Studies Review Process
- IV. Policy on New Course Submissions
- V. Overview of Office of Academic Assessment's Rubric Design and Implementation Project for Liberal Studies Program Assessment, 2005-2006
- VI. Liberal Studies Committee Goals AY 2006-2007
  - A. Freshman Seminar Pilot to be implemented Fall 2007
    1. Draft job description for Coordinator Position to be advertised by early October and in place Spring 2007 semester (*Fall subcommittee*)
    2. Assemble Search Committee (*Fall*)
    3. Create Distribution Block course templates and submit to UCC (*Fall subcommittee*)
    4. Provide feedback on implementation plans and administrative support (*Fall*)
    5. Look to Seven Revolutions Conference and American Democracy Project for inspiration for seminar ideas (*Fall/Spring*)
  - B. Align previously approved courses with new distribution blocks and update website, course catalog (LOUIE) and academic catalog (*Fall*)
  - C. Develop and approve definitions for all five critical skills
    1. Effective Writing and Effective Oral Communication completed, although minor revisions are suggested after pilot assessment project (*Fall subcommittee*)
    2. Quantitative Reasoning; almost approved (*Fall subcommittee*)
    3. Critical Thinking (*Fall subcommittee*)
    4. Scientific Reasoning (*Fall subcommittee*)
  - D. Develop and approve rubrics for assessing five critical skills (*Fall subcommittees*)
  - E. Develop and approve definitions for distribution blocks (*Fall subcommittee*)
  - F. Develop and approve rubrics for assessing outcomes of distribution blocks (*Fall subcommittee*)

- G. Work with the Office of Academic Assessment to refine piloted Rubric Assessment Project and develop a workable assessment process (*Spring subcommittee*)
  - H. Revise and update website for Liberal Studies, in line with new requirements, and reformatted for greater usability/access for different clients (*complete by March 2007 to go live in April*)
  - I. Revise and update catalog copy for Liberal Studies, in line with new program; greater articulation of the role of all pieces of curriculum: LS distribution blocks, major, electives, university requirements. (*complete by 1/23/07 to ensure UCC consent item approval by 2/13/07 for Fall 2007 catalog and LOUIE*)
  - J. Pilot plan to introduce new faculty in each college to Liberal Studies (*CAL & SBS, Fall 2006*)
  - K. Design procedure for review of previously submitted syllabi to align with new version of LS. (*complete design by February and begin process in March*). One possible suggestion gathered from discussion last year and further discussion this Summer:
    1. Work one distribution block at a time and establish timeframe for the conclusion of the whole process.
    2. Develop model syllabi and illustrations of this revision process for faculty/units.
    3. Suggest that a Vista Shell be created as an “information clearinghouse” that all department chairs, administrative assistants, and so forth be able to load electronic versions of their resubmitted courses.
    4. Require all units with approved courses in the identified block to resubmit courses in line with new requirements and approved skill definitions and distribution block outcomes; allow academic units to withdraw courses if not interested in following this process.
    5. Subcommittees review resubmitted courses.
- VII.** Organize subcommittees for 1) Freshman Seminar Coordinator job description and advertisement (complete and approve via e-mail by 27 September); 2) Critical Thinking Skill Definition; 3) Quantitative Reasoning Skill Definition; 4) Revisions to Effective Writing and Effective Oral Communication Skills Definitions; 5) Scientific Reasoning Skill Definition

Adjourn

**Future LSC Meetings, also 3:00-5:00 p.m., BAC 206**

September 29

October 13, 27

November 3, 17

December 1, 8