

LIBERAL STUDIES COMMITTEE
Minutes
September 29, 2006

Approved 10-13-06

Attendees: Jeff Berglund (presiding), David Best, Doug Brown, Katie Desmond, John Doherty, Jack Farrell (via phone), Bruce Fox, Paula Garcia, Dayle Hardy-Short, James Leve, Eileen Mahoney, Anne Medill, Marcia Metcalf, Tom Paradis, Shelly Pleasants, Karen Pugliesi, MaryLynn Quartaroli (representing Louise Lockard and Laura Michael-Blocher), Enid Rossi, David Sherry, and Aregai Teclé.

I. Welcome and introductions

- Jeff Berglund welcomed everyone and reported that, as promised, he had contacted everyone who missed the last meeting and encouraged them to attend all meetings, or to send a representative.

II. Approval of April 21, 2006 minutes

- 4-21-06 minutes were approved

III. Approval of bylaws

- Several items were discussed, including (but not limited to) the following:
 - Article II, section 2, the heavy responsibility placed on this committee to insure that courses previously approved stick to the approved syllabus
 - Article II, section 3, the heavy responsibility placed on this committee to manage the growth and distribution of courses in the liberal studies program
 - Article III, section 1.3, to increase the number of ex-officio members to ten
 - Article V, section 2, to allow the chair to call a special meeting with one week's notice
 - Article V, section 3, to define a quorum as 50% of the voting members plus one member
- David Sherry will make the changes and bring an updated version to the next meeting for discussion and approval.
- The plan to orient new faculty to the liberal studies program was again discussed. Anne Medill and Jim Leve offered to assist with SBS and CAL, respectively.

IV. Procedure for inviting other ex-officio reps

- After the updated bylaws are approved, Jeff Berglund can invite the new ex-officio members to start attending meetings. Kathryn Kozak is the committee chair equivalent at Coconino Community College.

V. Exception to moratorium on new course submission

- After thorough discussion, it was the general consensus of the committee that entertaining exceptions would be problematic, so the moratorium will stand.

VI. Office of Academic Assessment overview of CLA report

- Tom Paradis distributed an abridged handout prepared by his office reporting the findings of the recently conducted Collegiate Learning Assessment. The highlight of the report is that between freshmen and seniors, the value added was above expectation.

VII. Freshman seminar coordinator position

- The subcommittee distributed a job description that they had drafted. Items discussed included (but were not limited to):
 - Changing the position from 40% to 50%
 - Including one month summer salary
 - Including a \$3,000 stipend
 - Where (in the ad) to put our desire that the candidate be willing to commit to 3-year term
 - How to express desire for tenured faculty (associate professor or higher) without excluding other qualified applicants (Perhaps by putting “tenure track faculty” under minimum qualifications and “tenured associate professor or higher” under preferred qualifications)
- Karen Pugliesi will present the committee’s recommendations to the provost and report her decision as soon as possible.
- A search committee for this position needs to be formed right away. Ideally, we would like the committee to be diverse and include people who have worked with freshmen programs in the past, have been connected to the liberal studies program, have been a department chair, and/or are affiliated with faculty development. Jeff Berglund and Anne Medill volunteered and several people not present were suggested as possible committee candidates. Karen Pugliesi will contact them and form the committee.

VIII. Miscellaneous announcements

- Karen Pugliesi shared good news that our retention rates are up. She reminded the committee that retention of the first year is critical.
- Tom Paradis invited everyone to attend a talk by assessment expert Douglas Eder on 10-2-06 at 9a in the Havasupai room.
- The skills subcommittees need to meet between now and the next meeting.
- Ray Anderson, “The Greenest CEO in America,” 10-4-06, 7:30p in DuBois ballroom.
- “Scanning the Future: 7 revolutions that will impact us all,” 10-13-06, 10a in room 200 of Cline library.

Adjourn