

Minutes

February 2, 2007

Attendees: Jeff Berglund (presiding), David Best, Katie Desmond, John Doherty, Jack Ferrell (via phone), Dayle Hardy-Short, James Leve, Louise Lockard, Marcia Metcalf, Shelly Pleasants, Karen Pugliesi, MaryLynn Quartaroli, Enid Rossi, Blase Scarnati, David Sherry.

I. Welcome and miscellaneous information

- Jeff welcomed everyone to the meeting and thanked them for all the work they accomplished at the previous meeting.
- The paperwork for the first-year seminar was delivered to the university curriculum committee in time for their February 13th meeting.
- Liberal studies courses that have been approved by the UCC can be found on Ron Pitt's web site <http://www2.nau.edu/academicadmin/>.
- Thanks to John for agreeing to serve on Anne Scott's summer reading committee. She still needs one more volunteer.

II. Update on recently reviewed capstone and junior level writing courses

Some of the courses that were recently submitted should not have made it all the way to the liberal studies committee.

- We may want to look at the language we use in our instructions for submitting these courses.
- We may want to look at setting some deadlines for submission to the liberal studies committee.
- There was general agreement that including an example of a good proposal in the instructions would be beneficial to faculty and departments. Jeff and Dayle agreed to prepare a mock proposal to present to the committee for discussion.

III. Review of old submission forms and other liberal studies text

- Jeff distributed copies of the current submission forms that are on the liberal studies section of the undergraduate studies web site. It was determined that the cover sheets are obsolete and should be replaced with the newer ones from Ron Pitt's web site.
- There was discussion about creating a liberal studies web site, separate from the undergraduate studies web site.
- There was discussion about creating a curriculum web site with links to other sites. Karen will discuss this with Ron Pitt and report back to the committee.
- Jeff and Dayle will revise the guidelines for senior capstone proposals and bring the new version to the next meeting for discussion.
- Jeff and Jim will revise the guidelines for the junior level writing course proposals and bring the new version to the next meeting for discussion.

- Jeff distributed copies of the “Overview of Liberal Studies at Northern Arizona University” document from the undergraduate studies web site. He encouraged the committee members to review it and submit any feedback to him at box 6032. It will be discussed at a future meeting.

IV. Approval of minutes

The minutes from the 1-19-07 meeting were approved.

V. Discussion of essential skill definitions/outcomes/rubrics

Jeff distributed draft copies of the most current working definitions/outcomes for liberal studies skills. He encouraged the committee members to review it and be prepared to discuss it at the next meeting. In particular, we want to focus on clear outcomes so that rubrics can be developed.

VI. Discussion about the review process of previously approved courses

- The office of academic assessment can assist with an ongoing, sustainable, reasonable review over time.
- Karen offered some possible strategies for assuring curricular alignment in a document she distributed several meetings ago. We will redistribute that handout for discussion at the next meeting.
- When we devise a plan to assess our program, it should be reported to the faculty senate.

Adjourned