

**Liberal Studies Committee
Meeting Minutes
October 17, 2008**

Approved 10-31-08

Present Voting Members: Betty Brown, Doug Brown, Becky Garrison, James Leve, Brent Nelson, Linda Robyn, Robert Rose (via phone), Vicki Ross, Blase Scarnati (presiding), Aregai Teclé, Joseph Wegwert, and Todd Welch.

Present Ex-Officio Members and Guests: Don Carter, John Hagood, Eileen Mahoney, and Shelly Pleasants.

Excused Voting Members: T.S. Amer and Ryan Holder.

Absent Voting Members: Alyssa McKinley and Cheryl St. George.

I. Welcome, introductions, issues

Blase Scarnati called the meeting to order at 3:04p.

II. Acceptance of minutes

The 10-3-08 minutes were approved.

III. LS Master Course Syllabus Template (draft) & Review Rubric (draft)

- Blase Scarnati presented his concern that the Liberal Studies Master Course Syllabus Template posted on the web for faculty to use as a guide and the Syllabus Review Rubric that our Review Subcommittees use to assess course proposals are not well-aligned and are not as useful as they could be.
- Blase presented a revised draft Master Course Syllabus Template for consideration that includes more information than the current Template. Blase also presented a revised draft Syllabus Review Rubric that he and T.S. Amer had developed that aligned the order and content of the Rubric with the Master Course Syllabus Template.
- The revised draft Master Course Syllabus Template and the revised draft Syllabus Review Rubric were discussed. Each was approved as amended. Blase will add the amendments to each and email them to the Committee

members for their final approval. Both will then be posted in the LS web site in place of the previous Master Course Syllabus Template and the Syllabus Review Rubric. Both the Template and Rubric will be used by the LSC upon posting in the LS web site.

IV. Review Subcommittee meetings

The ex-officio members were excused while the rest of the Committee broke into Review Subcommittees to work on course reviews.

Meeting adjourned at 4:45p.