

**Academic Affairs Committee**  
**October 6, 2010**  
**Meeting Notes**

Committee members in attendance:

Kathy Menzie (chair)  
Mary Sheldon  
Sean Bird (for Cal Melick)  
Linda Croucher  
Becky Dodge  
Paul Byrne  
Kandy Ockree

Guests:

Nancy Tate, Acting Vice President for Academic Affairs  
Donna LaLonde, Assessment Committee

The meeting was called to order by Kathy Menzie.

**I. Assessment Committee**

Donna LaLonde presented to the Committee an overview of the work the Assessment Committee did over the summer. The committee discussed the issues regarding assessment pertaining to the use of the new Learning Outcomes and how they would impact the proposed General Education changes, e.g.:

- How will students be required to meet the learning outcomes?
- Will prerequisite courses accomplish this?
- Course objectives are not the same as learning outcomes, how will these be assessed?

Dr. Tate explained to the committee that the university voluntarily participates in the Voluntary System of Accountability (VSA) which requires the posting of NSSE results, general education skill areas (such as those measured with ETS testing), retention/graduation rates, and learning outcome data. Although the university has just started the process, eventually all the data will be posted on line.

The committee discussed the assessment process and the learning outcomes and the need to educate/inform on an on going basis university wide.

**II. Faculty Workshop Luncheons**

The Academic Affairs Committee agreed it would be helpful to have faculty workshop luncheons to discuss the assessment process and the general education proposal in greater detail.

They also agreed to offer faculty another opportunity to respond to a survey if they are not able to attend the luncheons.

Proposed luncheon dates are:

- October 26, 12:00-1:30
- November 5, 12:00-1:30
- November 10, 12:00-1:30

### **III. Course change/add/deletes**

The committee discussed the proposed forms for addition or cancelation of a course/program.

Dr. Tate shared the link to the KBOR requirements for course change/add/deletion with the committee by email. The committee members also provided copies of the forms from their areas, which will be sent electronically to the committee.

Kathy Menzie asked the committee members to look at the forms to see if there is anything missing, or if additional information should be included in their college/school form.

### **Next meeting**

The committee will meet again on October 15<sup>th</sup> at 12:00 to plan for the luncheons in more detail.

Mike Russell will be invited to attend the next meeting to discuss previous survey results and the creation of another survey, as he assisted with the previous survey process.