

**Academic Affairs Committee Meeting
March 31, 2011
Meeting Notes**

Committee members in attendance

Paul Bryne
Becky Dodge
Cal Melick
Kathy Menzie (Chair)
Kanalís Ockree
Randy Pembroke (ex officio)
Mary Sheldon
Linda Croucher

Guests:

Alan Bearman, Dean of Libraries (By conference phone)
Donna LaLonde
Nancy Tate, Associate VPAA

Kathy Menzie called the meeting to order.

I. Meeting Minutes for February 24 and March 10, 2011

The meeting minutes for February 24th and March 10th were sent to the committee members for their review prior to the meeting.

The motion was made and carried to approve the minutes with one change in the way a vote was reported for the IS 170 series of courses.

II. WU101 Course Proposal

The WU101 Course Proposal was sent to the committee members for their review prior to the meeting.

The committee discussed the proposal at length with Dr. Bearman, who joined the meeting by conference phone.

The committee had several concerns/questions regarding the proposed course content. The following list contains the committee's suggestions, which were compiled and sent to Dr. Bearman for his response.

Committee suggestions regarding WU 101

You have handed us a draft with many impressive components. We believe WU 101 could be a model for such courses.

General suggestions:

1. Revise Course Objectives to reflect assessment. You may use the LOs.
2. Indicate your role as editor of the text. Show the title of chapters and the names of faculty for those chapters written by Washburn faculty. If a chapter is not written by a Washburn faculty member, indicate which Washburn faculty member has reviewed and endorsed the chapter. (You do not need to provide all the chapters.)
3. Consider revising the Grading Scale, especially pertaining to Attendance and Participation credit.
4. Define the FYE Capstone Project.
5. Provide an explanation of what happens between the ending of Module 14 on Nov. 21 and the end of the semester.
6. Clarify who will be responsible for developing the Student Mentor activities.
7. Define who will have ultimate authority within the team, and that person's specific responsibilities as to teaching, daily classroom presence, supervision, and assessment and evaluation of the components of the course.

Module suggestions

Provide more description of the modules:

8. Provide a completed module for one of the modules: description of content, book chapter, discussion questions, online component and online quiz component (I am not sure of the correct terms). Essentially we would like to see the materials a student reads and the material the student is supposed to respond to, in class and online.
9. Word the Breakout Sessions to clarify what specific academic content is being covered. (e.g. It would be good to expand and clarify classes such as: " Class #14 Breakout Session: Budgeting.")
10. Word the Field Trip Sessions to clarify the academic content being covered. Where tours of campus buildings are listed, indicate the academic activity. Where discussions are listed, indicate subjects: e.g.

Student Mentors will lead small group discussions on _____; or
Student Mentors will supervise small group project involving
_____; or Student Mentors will supervise sports-related
activities in the SRWC.

The committee requested a response in time for the April 14th committee meeting, if possible.

Next Meeting:

Thursday, April 14, 3 pm

Meeting adjourned.