
Presiding: M. Goulet

Convened: 12:05 PM

Meeting Minutes

1. Approval of minutes from the meetings on December 10, 2012 and January 25, 2013
   - Motion to approve, seconded, approved as distributed

2. Discussion regarding ULEC Meeting time in Fall 2013
   - One-third of the current members’ terms are ending
   - S. Forcier will distribute an availability grid for fall
   - Setting a time for fall will allow prospective new members to determine if the time will work for them
   - The goal is to get a set, locked day and time for future semesters

3. Consideration of course proposal:
   - ENGL 368, Topics in American Ethnic Literature, 3 crs. (new course proposal)
     - Without objection, motion to approve the course proposal designated as GE-IVD under the current general education structure passed (J. Prushiek and W. Miller abstained).

4. Discussion on draft Liberal Education Core Mission Statement -- was not discussed

5. Discussion regarding the application process for a course to qualify to be part of the Liberal Education Core
   - M. Goulet distributed a draft course application process for the Liberal Education Core
   - Because it is essentially an outline, the information needs to be expanded upon. Committee members were asked to provide better articulated language if they have suggestions (via email to M. Goulet)
   - The College of Arts & Sciences is creating an e-form for course submissions; can be shared with others once completed
   - T. Keys suggested that courses submitted should state which outcome is best addressed in their course, if it may meet more than one of the LE Core learning outcomes
     - Each corresponding outcome needs to be treated the same
     - Same level of supporting documentation needed for both
     - Rationale on how the outcome will be achieved
   - Would be ideal to have rubrics for course assessment
     - The University Assessment Committee will review the 15 LEAP rubrics at their first meeting on February 13th
     - The University Assessment Committee will analyze the data received and ULEC will determine how it should be processed
     - All courses meeting a particular outcome will be sampled for assessment at least once every 5 years
     - At least one assignment will be provided per course
       - Assignment will be indicated, however, does it need to be specific? i.e. research paper, oral presentation, etc.
       - Because assignments can be tweaked mid-way through the course, does the assignment need to be provided for review? Perhaps just a description of the assignment.
6. Miscellaneous Business

- The course mapping exercise is due next Friday. M. Goulet will be meeting with the colleges during the next two weeks and will then bring the results back to APC and ULEC.

Adjourned at: 12:55 PM

Submitted by: S. Forcier

Approved: 2.8.13