Present:  
*Members:* Debra Barker, Angela Dalhoe, Gary Don, Steve Fink, Kevin Hansen, Debra Hofmann, Tony Keys, Hans Kishel, Kris Knutson, Jessica Kraker, Jan Larson, Jon Loomis, Darrell Newton, Yoonsin Oh, Angie Stombaugh

*Guests:* Margaret Cassidy, Mary Hoffman, David Jones, Der-Fa Lu

Presiding: Angie Stombaugh

Convened: 2:00 PM

Meeting Minutes

1. **Introductions**

2. **Selection of a Chair for 2018-2019 AY**
   - Angie Stombaugh was nominated to serve as committee chair for the 2018-2019 academic year. Nomination was seconded and approved unanimously.

3. **Approval of Minutes of April 30, 2018**
   - Motion to approve minutes of April 30, 2018, as distributed. Motion was seconded and approved unanimously.

4. **Consideration of Course Proposals**
   - Course proposal submission is changing to an electronic process (CIM) which will allow for communication directly with the Catalog and CampS. Jessica Barnier will be invited to the next meeting to briefly explain the process. There will be a transition from paper to CIM, which will be noted on the agenda.
   - Motion was made to approve the change of prerequisites for MSE (Materials Characterization). Motion was seconded and approved unanimously.
   - Motion was made to approve HNRS 339 (Honors Colloquium in the Humanities with Design for Diversity) for R1, DD, K3, and GE IV. Motion was seconded and approved with one against. Note: UW System Design for Diversity (R1-DD) should be checked on the course application.
   - Motion was made to approve HNRS 371 (Honors Colloquium in Creativity) for S3. Motion was seconded and approved with two against and one abstention.
   - Motion was made to approve HNRS 372 (Honors Colloquium in Creativity with Equity, Diversity, and Inclusivity) for S3, R1, and GE IV. Motion was seconded and approved unanimously.
5. **K Rubric Review Plan**
   - **Proposed timeline**
     - During discussions by ULEC in spring, it was decided K would be reviewed first, followed by S, then R and I. Data will be pulled from Assessment’s eForms, surveys will be distributed for each rubric, and there will be two drop-in feedback times.
     - The proposed timeline was discussed. ULEC is able to make changes to rubrics; Senate is able to make changes to outcomes. HLC was told there would be a review every four years and it is occurring. Everyone agreed with the timeline.
     - Subcommittee Selection. Angie asked for 2 to 3 volunteers to review the collection of data received and bring back their analysis to the larger committee. Volunteers: K1 – Kishel and Kraker, K2 – Knutson and Hansen, K3 – Fink, K4 – Don and Loomis
   - **Survey example:** [https://uweauclaire.qualtrics.com/jfe/form/SV_6nWDx47tcLNoTg9](https://uweauclaire.qualtrics.com/jfe/form/SV_6nWDx47tcLNoTg9)
     - One requested change: add a question to determine whether feedback is being provided by an instructor of a course participating in LE or by someone who has not taught to the outcome
   - **Email to campus example**
     - One potential change: add a statement reminding people that the request for feedback is because we’re continuing to make LE better
     - Darrell will send the email on September 17th – concern that people may respond directly to him?

6. **Miscellaneous Business**
   - Next meeting will be shortened to allow for an in-person feedback session from 2:30-3:30 PM. Current agenda items for the 24th: two course proposals + brief CIM demo

**Dismissed at:** 2:47 PM

**Submitted by:** Sarah Forcier

**Approved:** 9.24.18