

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
December 7, 2006
8:45 – 9:45 a.m. – 325 Burruss Hall

Members Present: Quinton Nottingham, Jeff Connor, Ron Daniel, David Ford, Elisabeth Klughardt, Marlene Preston, Phil Radtke, Donna Cassell Ratcliffe, Bonnie Rosen, Cindy Wood

Guests Present: Michael Blackwell, Bob Jones, Carolyn Meier, Susanna Rinehart, Ray Van Dyke, Bonnie Alberts

Members Absent: Kathy Albright, Clare Dannenberg, Peter Doolittle, Monique Dufour, Ginney Fowler, Leon Geyer, Neil Hauenstein, Esti Sheinberg

1. **CALL TO ORDER** – The meeting was called to order at 8:50 a.m., by Committee Chair Quinton Nottingham.

2. **APPROVAL OF AGENDA** – A motion was made and seconded to approve the December 7, 2006, Agenda. The motion carried.

3. **DISTRIBUTION OF APPROVED MINUTES FROM NOVEMBER 15, 2006**

4. **REPORT FROM PROPOSAL REVIEW SUBCOMMITTEE** –

Chairman Nottingham stated that the following proposal will be submitted to the Proposal Review Subcommittee for First Reading:

- **PPWS 2004 – Mysterious Mushrooms, Malicious Molds, Area 7, effective spring 2007**

On behalf of the Proposal Review Subcommittee, Marlene Preston recommended approval of the following proposal for inclusion into Area 7, effective fall 2006. The motion carried.

- **WOOD 2784/FOR 2784, World Forests and Forest Products, Area 7, effective fall 2006**

5. **OTHER BUSINESS** -

a. **Office of Assessment Update** – Ray Van Dyke

Ray Van Dyke assumed his position as Director of Academic Assessment in July 2006 and has been meeting with people on campus to determine the current status of academic assessment. It is important to determine whether or not students are learning what faculty intends students to learn, along with improvement of assessment outcomes. Mr. Van Dyke distributed the following items to committee members:

i. ***Office of Academic Assessment*** – Describes the function of the Office of Assessment and defines its work, its charge (taken from comments made by Dr. Diane Bell, Special Assistant to the Provost), and its priorities.

ii. ***Summary of Surveys Conducted by VT Office of Academic Assessment*** (September, 2006) - This publication is a general summary of surveys that describe: *Who is assessed? Who does the assessment? What is assessed? When did it last occur? How many years of data? Why do we use this assessment? How do we assess? and, How does the OAA disseminate the results?*

Mr. Van Dyke stated that assessment data is available for each department from the Office of Academic Assessment upon request.

b. **Liberal Education Outcomes** – Ron Daniel

Ron Daniel distributed the following publications to committee members:

- i. ***Why do I have to take this course?*** (Dr. Robert Shoenberg) - A student guide for making smart educational choices. This publication has been distributed to some faculty and key groups on campus. Ron Daniel stated he can obtain copies for any interested committee members. Because the publication is expensive, it was suggested that this publication be integrated into a class for full impact. Advisors also need access to this information.
- ii. ***Liberal Education Outcomes*** (an AACU publication) – A preliminary report on student achievement in college. Mr. Daniel referred the committee to section 4, *Significant Gains? Students' Own Reports on Liberal Education Outcomes*, as a significant reference and a beginning point for UCCLE categories for liberal education outcomes.

There was discussion concerning difficulty with creating and measuring learning objectives. Ray Van Dyke stated there will be opportunities during spring semester to learn more about the process including a Winter Workshop on January 10, 2007. A workshop for Student Affairs will also be conducted in the spring.

Mr. Daniel discussed the success of the *Course of Study Planner* pilot project and how it is assisting students in viewing their curriculum.

- c. **ViEWS** – Chair Nottingham asked for comments concerning the ‘draft’ FAQ for ViEWS that was prepared and distributed by Monique Dufour. Committee members are encouraged to send any comments to Monique. There was a discussion concerning the importance of student awareness of the ViEWS initiative. According to Chair Nottingham, to date there are fourteen (14) departments that do not have approved ViEWS Plans. His goal is to have all departments approved by the end of spring semester.

Some of the questions/comments concerning ViEWS that were discussed are as follows:

- i. What are faculty and department roles with ViEWS?
- ii. How will faculty and departments communicate with students concerning ViEWS?
- iii. Should a representative from each department be appointed as a ViEWS resource? If so, should a stipend be given to that representative?
- iv. Put ViEWS information on website for students, faculty and departments
- v. Prepare a purpose statement to be distributed to faculty teaching ViEWS
- vi. Indicate on the class syllabus explicit expectations pertaining to ViEWS
- vii. Conduct an annual review of ViEWS for each department
- viii. Compile a notebook of all ViEWS Plans
- ix. Increase student awareness of ViEWS

A motion was made and seconded to prepare a ViEWS ‘purpose statement’ to be prepared by UCCLE for inclusion in all course syllabi. Motion carried.

- d. **Student Defined Liberal Education Option** – Susanna Rinehart asked for a UCCLE volunteer for the faculty member position on the Management Team for the Student Defined Liberal Education Option. Carolyn Meier volunteered for the position.
- e. Susanna Rinehart discussed the unresolved issue of her membership on the UCCLE. Presently she has guest status and requests that an ‘ex-officio’ status be considered for her position. The same should be considered for Ray Van Dyke’s position.

6. **ADJOURNMENT** – The meeting was adjourned at 9:50 a.m.

Submitted by: Bonnie Alberts
Recording Secretary for UCCLE