

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
February 28, 2007
3:30 – 4:30 p.m. – 201H Burruss Hall

Members Present: Quinton Nottingham, Jeff Connor, Ron Daniel, Clare Dannenberg, Donna Dunay, Joe Eska, Ginney Fowler, Neil Hauenstein, Elisabeth Klughardt, Marlene Preston, Phil Radtke, Donna Cassell Ratcliffe, Bonnie Rosen, Esti Sheinberg, and Cindy Wood

Guests Present: Susanna Rinehart, Ray Van Dyke, and Bonnie Alberts

Members Absent: Monique Dufour, David Ford, Leon Geyer, Bob Jones, and Carolyn Meier

1. **CALL TO ORDER** – The meeting was called to order at 3:30 p.m. in the President’s Conference Room, 210H Burruss Hall, by Committee Chair Quinton Nottingham.
2. **APPROVAL OF AGENDA** – A motion was made and seconded to approve the February 28, 2007, Agenda. The motion carried.
3. **DISTRIBUTION OF APPROVED MINUTES FROM JANUARY 24, 2007**
4. **REPORT FROM PROPOSAL REVIEW SUBCOMMITTEE – Marlene Preston.** No report.
5. **REPORT FROM PLANNING AND DIRECTION SUBCOMMITTEE – Susanna Rinehart**

Susanna Rinehart stated that the Planning and Direction Subcommittee has met several times since the January UCCLE meeting, and last met on Monday, February 26, 2007, for an ePortfolio presentation by Eddie Watson, Assistant Director of Educational Technologies, regarding the potential use of ePortfolio for re-visioning the Curriculum for Liberal Education (CLE). The session was well attended and useful to the subcommittee members.

Ms. Rinehart reported that individual invitation letters were sent to students concerning the CLE pilot program. The deadline for responding to the invitation is March 1, 2007. To date, five (5) students have responded favorably. Ms. Rinehart will consult the Management Team to determine whether the pilot program should be kept small or if more participation should be encouraged.

Ms. Rinehart’s Graduate Assistants have compiled a list of questions concerning the data from two (2) major sources: 1) Registrar, and 2) Admissions Office. They should have answers to their questions within the next few weeks.

6. OTHER BUSINESS

a. **ViEWS Purpose Statement – Report from Ad-hoc Subcommittee, Phil Radtke –**

Before Phil Radtke’s report, Chair Nottingham gave a report on the status of ViEWS Plans received to date. All ‘approved’ Plans, except for six (6), have been received electronically. The remaining fourteen (14) Plans which are not approved, will be reviewed by the Proposal Committee when received. Five (5) of those Plans are currently being reviewed by the Proposal Review Committee. Chair Nottingham’s goal is to have all ViEWS Plans submitted to the UCCLE by the end of the 2007 spring semester.

Phil Radtke reported that he was unable to attend the Ad-hoc subcommittee meeting held on February 19, 2007, but that the members of the subcommittee did meet. He was given an update by Susanna Rinehart which includes the following plans to accomplish by the subcommittee:

- i. Develop a purpose statement for ViEWS, in document form, which states the program’s background, purpose, how it is being implemented, and how it has been administered.
- ii. Share the purpose statement and the FAQ document with the entire University.

- iii. Establish a baseline assessment for ViEWS as a whole.
 - iv. Ensure that ViEWS Plans are in a central location.
 - v. Maintain records of the number of Plans on file and those that are missing.
 - vi. Do a baseline content analysis/assessment of the content of individual departmental plans.
 - vii. Report back to UCCLE in the fall of 2007 with the status of ViEWS, identifying its strengths and weaknesses and make recommendations regarding future implementation. At the same time, determine who (or what unit) will administer and assess ViEWS.
- b. **UCCLE Resolution 2006-2007A to Change the Membership of the UCCLE** – Chair Nottingham distributed a ‘draft’ UCCLE Resolution 2006-07A – *Resolution to Change the Membership of the UCCLE* which addresses changes to the following member positions: Add Assistant Provost for Liberal Education and University Studies, the Director of Academic Assessment, and a designee from the Dean of University Libraries, along with full voting privileges. The Chair also distributed a copy of the current membership structure. In addition to adding the three (3) aforementioned positions, it was recommended that Dr. David Ford (the Vice-President and Provost’s designee) be removed from the membership. Ron Daniel indicated that he had several discussions with Dr. Ford and that Dr. Ford agreed to have his position (Vice-President and Provost’s designee) removed from the membership.

There was a lengthy discussion regarding the Resolution. Along with the primary discussion regarding the ex-officio role and the nature of the appointments of the existing ex-officio members on the committee, Susanna Rinehart questioned the impact of David Ford (the Vice-President and Provost’s designee) giving up his position on the committee. Ms. Rinehart felt that removing Dr. Ford from the committee could provide a ‘disconnect’ with respect to reporting to the Provost.

The Student Affairs ex-officio position was discussed, and it was agreed that Donna Cassell Ratcliffe would speak to Dr. Zenobia Lawrence Hikes, Vice President for Student Affairs, to determine her preference with respect to the representation of the Division of Student Affairs on the UCCLE.

Considering the lengthy discussion and the many unanswered questions surrounding the resolution, it was decided by Chair Nottingham to table discussion of this matter until the next UCCLE meeting on March 28, 2007.

7. ADJOURNMENT

A motion was made and seconded to adjourn the meeting. The motion carried and the meeting was adjourned at 4:45 p.m.

Submitted by:

Bonnie Alberts
Recording Secretary for UCCLE