

## MINUTES

### University Curriculum Committee for Liberal Education (UCCLE) September 3, 2008, 2:30-3:30 p.m., Honors Conference Room, Hillcrest Hall

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**Members Present:** Jim Collier, Ron Daniel, Betty Fine, Leon Geyer, Carolyn Meier, Marlene Preston, Donna Cassell Ratcliffe, Susanna Rinehart, Joe Scarpaci, Esti Sheinberg, Joe Sirgy, Ray Van Dyke, Bruce Vogelaar, Cindy Wood  
**Guests Present:** Kathyne Drezek, Bonnie Alberts  
**Members Absent:** Clare Dannenberg, David Ford

1. **CALL TO ORDER** – Chair Geyer called the meeting to order at 2:30 p.m. in the Honors Conference Room of Hillcrest Hall.
2. **APPROVAL OF AGENDA** – A motion was made and seconded to approve the Agenda after moving item ‘Old Business’ before ‘New Business.’ The motion passed.
3. **DISTRIBUTION OF APPROVED MINUTES FROM APRIL 28, 2008**
4. **INTRODUCTION OF COMMITTEE MEMBERS**
5. **COMMITTEE ORGANIZATION AND OPERATIONS**

Prior to the meeting, Chair Geyer spoke with UCCLE members and the following individuals were named ‘conveners’ of the UCCLE Working Groups:

- a. Proposal Review – Marlene Preston
- b. Assessment – Jim Collier
- c. Planning and Direction – Cindy Wood

Chair Geyer asked each UCCLE member to volunteer to serve on at least one (1) working group.

6. **OLD BUSINESS**
  - a. Approval of HD 2304 – *Family Relationships, Area 3, fall 2008*, approved electronically on June 13, 2008, and recorded in these minutes.
  - b. Tabled item from April 28, 2008, - MSE 4900 – *Writing Intensive Proposal – Replacement for MSE 4894* – No required action is required at this time by the committee concerning this proposal. It was suggested that this issue be discussed further at a future UCCLE meeting.
7. **NEW BUSINESS – OBSERVATIONS FROM THE CHAIR**
  - a. **Selection of Vice Chair at Next Meeting** – Chair Geyer asked members to consider the Vice-Chair position and present their nomination(s) at the October 8, 2008, UCCLE meeting.
  - b. **Proposal Submitted at April 28, 2008, UCCLE meeting** - Marlene Preston was asked to follow-up on Monique Dufour’s proposal (submitted at the April 28, 2008, UCCLE meeting), to review the CLE Course Proposal process on the CLE website. The proposal included Ms. Dufour’s initial assessment and recommendations for the Proposal Review Working Group. Ms. Preston agreed to work on this project.

**Assessment** - Jim Collier was asked to develop a set of procedures for assessment. Ray Van Dyke, Director of the Office of Academic Assessment discussed the National Survey of Student Engagement (NSSE) which is conducted every three (3) years and was recently conducted.

For more information visit the Office of Academic Assessment's website: <http://www.aap.vt.edu/>

- c. **CEUT and Liberal Education** – Chair Geyer stated he would meet with Dr. Peter Doolittle, Director of CEUT, to discuss the relationship between the work of the CEUT and that of the UCCLE.
- d. **Available Funds for UCCLE Members' Attendance to Conferences** - Chair Geyer spoke of the possibility of obtaining an 'Instructional Grant' which could be used to send a member (or members) of the UCCLE to a conference (preferably the elected Vice-Chair) and bringing new ideas to the committee.
- e. **ViEWS, Writing Intensive Requirements** – As discussed by the UCCLE at its April 28, 2008 meeting, ViEWS is, by policy, the responsibility of each university department to monitor; however, Chair Geyer feels there should be some oversight at the university governance level. Susanna Rinehart reminded the committee that the latest thinking was that this should be through a subcommittee of the Commission on Undergraduate Studies and Policies.

#### 8. **SUMMER 2008 UPDATE – Susanna Rinehart, Assistant Provost for Liberal Education and University Studies**

Susanna Rinehart discussed the following items: a) The CLE website, b) SACS Compliance Report, c) Diversity Requirement, d) CLE Assessment Review of the CLE courses most often used to fulfill each area requirement, e) "Housecleaning" of the CLE – determining if there are courses in the CLE which have not been offered in recent years, and f) Continued work on developing Guided Pathways through the CLE:

- a) The CLE website has been redone and the *CLE Guide for Student/Advisor/Faculty* is available on-line and can be easily updated when necessary.
- b) Ms. Rinehart has written and submitted the first draft of the 5.3.1 section of the SACS Compliance Report (General Education) as of 7/15/08.
- c) Diversity Requirement – *Task Force for Race and the Institution* – A team of VT faculty/administrators/student met in Utah for the AAC&U June Institute, June 16-22, 2008, to develop a plan. The group included: Kevin McDonald, Sheila Carter-Tod, Danny Axsom, Susanna Rinehart, and Carson Byrd. They developed an action plan for developing an integrated requirement including a proposed structure, learning goals, faculty development and incentives, and the creation of a campus work group to proceed with the development process. Ms. Rinehart will share that report with the Planning & Direction work group and the larger committee.
- d) CLE Assessment Review – This assessment includes a questionnaire for faculty of the "top 10" courses to complete along with a request for class syllabi. Kathryn Drezek, University Academic Assessment Coordinator, along with a Graduate Assistant, is compiling responses to this assessment review.
- e) Housecleaning will continue with all departments regarding CLE offered courses and whether said courses are currently being, or will continue to be, offered.
- f) LIKES is being offered starting this fall as an option within the CLE, and Ms. Rinehart recommends that the UCCLE continue to develop Guided Pathways as an advising tool in assisting students in making more conscious, intentional choices about their CLE program of study.

Ron Daniel, Associate Provost for Undergraduate Education, described the distribution of the *Pathways Planner*. The planner assists undergraduate students in planning their four-year course of study – their courses, as well as their co-curricular and extracurricular involvement. A similar planner has been a requirement of honor students for many years. The planners are available to all freshmen and transfer students. An electronic copy is also available for student use.

#### 9. **ADJOURNMENT** – A motion was made and seconded to adjourn the meeting at 3:28 p.m. Motion passed.

Submitted by:

Bonnie Alberts  
Recording Secretary for UCCLE

Curriculum for Liberal Education Website: <http://www.cle.prov.vt.edu/>