HLC Criterion Three Subcommittee 3a

Minutes of the December 6, 2004 meeting

PRESENT: Pat Casey, Steve Friedman, Mark Lencho, and Tony Truog

The meeting was convened at 1:00 p.m.

Steve Friedman began the discussion with the differentiation of undergraduate/graduate programs as delineated in the Audit and Review self studies. Tony Truog estimated that from his review of these, we are probably 75% in compliance with differentiating between undergraduate/graduate programs.

The committee discussed the differentiation of the undergraduate/graduate dimensions of the syllabi for slash courses. The members indicated that the Spring 2005 syllabi should clearly reflect this differentiation. Tony recommended that the committee take a random sample of 10% of the syllabi from each college and determine if differentiation is present. The committee can then list for each college the % of syllabi in compliance and include an exemplary syllabus from each college. From this, the findings can be presented in a text format.

Steve Friedman is training a student to gather information from the self studies that John Stone has asked each department to submit. Currently the student is reviewing the Audit & Review self studies to develop a sense of what information the committee needs.

Steve addressed the next issue – faculty involvement in student learning outcomes. He will ask Pat Casey to contact a representative sample of departments to determine if faculty are involved in student learning outcomes. Tony indicated that within a department there is a committee structure, minutes to serve as a paper trail, and a curricular process (CCC to UCC and/or Graduate Council to Faculty Senate). New curriculum proposals need to align with student learning outcomes. The CCC reviews proposals to ensure they have assessment measures.

Steve Friedman addressed the last issue – assessment extending to all educational offerings. Steve has been meeting with the Continuing Education staff regarding the off-campus programs and the quality of instruction offered.

The committee indicated there are departments with external measures such as the senior survey, the CPA exam, the Praxis II exam. These provide evidence of student learning. There are also programs for students that may fall under non-instructional such as Leadership. The committee asked if there was a plan to evaluate programs such as these.

Steve Friedman addressed the issue of format for the subcommittee’s report. He recommended using appendices only if they illustrate a point that is necessary.

The committee decided not to meet again in December, but rather to meet on January 10, 2005.

The meeting adjourned at 2:00 pm.

Respectfully submitted,

Leslie Meyer