

# **TWU Undergraduate Council**

**November 27, 2006**

## **Minutes**

Members present: Kyle Biggerstaff, LeAnn DeLeon, Pat Devereaux, Karen Dunlap, Don Edwards, Ron Fannin, Kenneth Foster, Russell Greer, Penny Hanstein, Lybeth Hodges, Joni Jensen, Christianne Kellett, Sally Lambert, Guy Litton, Kay Marsh, Lynda Peebles, David Rylander, Barney Sanborn, Rochelle Schultz, Terry Senne, Roger Shipley, Ann Staton, Allen Waldo and Ana Louise Keating.

1. Review minutes from the first meeting – the names of three members were added as present
2. Research in Undergraduate Studies: Jim Williams reported on a study comparing two sections of the same lower level undergraduate class with one taught online and one face-to-face by the same instructor. The results showed no significant difference in performance. On some survey items, students rated the online section as higher in critical thinking, organization, and instructor availability.
3. Election of Vice-Chair (Due to overlapping responsibilities of Ron Fannin): AnaLouise Keating was elected vice-chair.
4. Committee membership review and adjustments as needed to complete membership on some committees:
  - a. Russell Greer will join the assessment committee instead of the degree program review committee.
  - b. Pat Devereaux and Penny Hanstein will join the multicultural-women's studies committee (Penny on this one instead of the degree program review committee).
5. Committee reports
  - a. Procedures were discussed and the following were agreed upon:
    - Current rubrics will be used until the Council receives and votes on alternatives. Everyone was reminded that the fall schedule with core courses will go to press in early February, so we need to move ahead with reviews of proposals.
    - Rubrics should be filled out for each course reviewed and sent to Dr. Bean's office (Undergraduate Studies) for distribution to departments.
    - Committees may seek clarifications/ revisions for proposed courses directly from departments submitting them prior to their being presented to the council.
    - Summaries of committee recommendations with rationales for denials should be sent to Dr. Bean's office for distribution to the Council prior to the meeting when the recommendations are to be received.
    - When no objections are presented, the council will vote to ratify the committees' recommendations.
    - Committee meetings need a quorum [majority of members] present to make decisions on proposals.

- Departments submitting courses should include a letter/ memo describing how their courses meet the criteria for the area of the core or global perspectives.
  - Departments should send only one syllabus per course for review and it should be the most recent syllabus for the course.
- b. Degree Program Proposal Review Committee (4-6 members) - Lynda Peebles, chair, reviewed the first meeting of this committee and indicated the willingness of this committee to assist in program reviews.
- c. Program Review & Assessment Committee (6-12 members) - Ron Fannin, chair, reviewed the two meetings of this committee and plans for the next meeting to begin consideration of core assessment options and instruments.
- d. Core/ Undergraduate Course Review Committee (12 members) - Lybeth Hodges, chair.
- Global Perspectives Subcommittee – moved approval, seconded by Allen Waldo, of the following courses and they were ratified by the council:
    1. SCI 2103 – Intro to Environmental Chemistry – Global Perspectives
    2. FT 3043 Global Production and Trade
    3. SOCI 1013 Intro to Sociology
    4. SOCI 3483 Societies in Development

Clarifications will be sought for the remaining courses proposed.

- Multicultural Women’s Studies Subcommittee – Penny Hanstein moved approval, seconded by Kenny Foster, and the council ratified the following courses:
  1. BUS 2803 Women in Business
  2. WS 2013 Women: Images and Perspectives

Clarifications will be sought for the remaining courses. The subcommittee may propose revisions to the rubric for vote by the council.

- Oral Communications Review Subcommittee – Russell Greer described the ambiguities of the rubric for oral communications competency and the council voted to require evidence of all five criteria in courses approved for this competency. In addition, the rubric will be sent to departments, published on the web, and departments will be asked to include a letter/ memo describing how their courses meet the criteria. None of the courses submitted met all five criteria or were recommended for approval.