**KANSAS WESLEYAN UNIVERSITY**

**Curriculum Committee**

**October 8, 2019**

**Minutes**

**Present:** Lori Wright (Chair), Lonnie Booker, Jasmin Dauner (*ex officio*), Anita Specht,

Stephanie Welter

**Absent:** Damon Kraft (Provost, *ex officio*), Kathy Sweeney, Kelley Weber (*ex officio*)

**Guests:** Bill Backlin (Academic Dean)

**Call to Order:** Lori Wright called the meeting to order at 3:36 pm in FA 122.

**Recorder Assigned:** Stephanie Welter

**I. Unfinished Business:**

Note: Postponed approval of meeting minutes from last meeting until next meeting.

1. **WI & QR Forms** – qualifications and guidelines related to courses being submitted for approval for consideration of a course for either Writing Intensive or Quantitative Reasoning were directly sent to the originators of the guidelines (which were originally created for the Foundational Courses from experts on campus in the various areas and following national standards) for their review and any updates that they would recommend.

Writing Intensive (WI) Forms – sent to Damon Kraft (Dept. Chair of English Department at the time, now Provost) said that no changes/updates were needed to this set of guidelines.

Quantitative Reasoning (QR) Forms – sent to Jacob Ogle (Dept. Chair of Mathematics) said that no changes were needed, but did make some minor updates to the internet sources included in the QR documentation.

***Motion:*** *Motion to approve the most recent versions of the WI & QR forms and for them*

*to be uploaded to the Curriculum Canvas page. MSC.*

1. **Follow up about Liberal Studies (LS) oversight**
2. Lori Wright held 3 different discussions with various parties over the past 2 weeks to discuss the concerns related to oversight of the LS program and tried to hash out roles of various campus committees/parties.
3. Lori Wright (Chair of Curriculum Committee) Jacob Ogle (Chair of Faculty Affairs Committee) + Bill Backlin (Chair of IARC)- ( Note Lori spoke over the phone with both members and did not meet in person)

Discussed the following:

* 1. IARC will take over assessment of LS
  2. CC will take over rest of oversight of the LS

1. Lori Wright (Chair of CC) + Bill Backlin (Chair of IARC and Assessment Coordinator) + Anita Specht (member of CC)

Discussed the following options:

* 1. Development of a LS Committee
  2. Delineation of duties better between IARC & CC
  3. Director of LS
  4. Department of LS (with Director)

1. Lori Wright (Chair of CC) + Faculty Affairs (Andrew Bedrous as representative) + Damon Kraft (Provost) + Bill Backlin (Academic Dean)

Discussed similar items as above, with an addition:

* 1. Oversight by Division Council, too

2) What is the Curriculum Committee’s role in the LS Program?

Current documentation (FAC Handbook, Items #1 & 3 in CC list of duties) includes: that the CC makes recommendations to the Provost (implying the Provost has final say over LS?)

Much discussion ensued about options of re-wording/future role, etc from the perspective of the CC.

***Motion:*** *Motion to send to Faculty Affairs Committee (FAC) a recommendation for a Liberal Studies Committee to be added to the FAC Handbook with suggested description and duties generated by Lori Wright (as Chair of the CC) in conjunction with the Curriculum Committee during the aforementioned discussion (see addendum to these minutes for these suggestions). MSC.*

***Motion****: Motion that if FAC rejects the idea of a LS Committee, that the Curriculum Committee then reviews and makes suggestions for FAC Handbook changes for the CC duties (including clarifications) as it relates to the Liberal Studies Program and then recommends those changes to FAC. MSC.*

1. Discuss training by CC for faculty

1. Is a teaching faculty training meeting needed on **how to use Canvas** to upload documents being submitted for review through Canvas by the CC?

Or..instead of a training session, Lori Wright can train any CC members that would like the training and then each Division Representative becomes the “point person” for their Division with respect to helping Division members learn how to upload proposal submissions onto Canvas.

This latter idea was the one that the committee came to a general consensus as to how to do this.

1. **Grade norming training for LS courses** within a LS category – needs to involve IARC because of the SLO category changes coming in the next semester where the Institutional Learning Outcomes (ILOs) categories are likely going to be reduced from 5 categories to fewer categories to allow less fine-level assessment.

CC made a motion last year to only make changes to the Assessment Table headings when changes were made at the ILO level (and then LS SLO tables would also change to be congruent). So we will likely wait with this training until 2020-21 (or whenever the ILOs change in their SLO categories – Spring 2020?). Want to wait until those categories change before working on training for grade norming (since the grade norming portion is reliant, in part, on the SLO categories).

Other conversation then occurred related to how many times we are going to be assess each SLO per course. And other questions related to this planned training session came up since grade norming training will likely occur along with how to use the LS SLO rubrics in Canvas for each faculty member teaching in a LS category, etc. This circularly led back to discussion about the need for a LS committee.

1. Transfer Exchange – conversation will continue when more data are available as to whether the 2019-20 changes to the LS SLOs has helped increase the number and type of courses which which transfer students are trying to enter KWU.
2. Does an Associate’s Degree at any other school = our Liberal Studies program (broadly and sufficiently to meet KWU SLOs for each category)?

a) Bill Backlin (Academic Dean) said that HLC says that the objectives for a

course must be met with 80% level of accuracy between a transferred course and our LS course

b) It was mentioned that articulation agreements would need to be the way to deal

with this (AA’s meeting our LS) unless we can get alignment through KBOR

1. To align with KBOR, we would need to examine their current alignments/courses and see whether our LS fit and where, or whether small changes in our LS could allow alignment with KBORs objectives
2. We were asked to go back to our Divisions and ask them if we should try to align with KBOR (or are they against this and why?). Do we serve a different mission? And will this involve LS re-examination and long term goals of KWU’s curriculum. Keep in mind that re-examination might help us attract new (transfer) students.

c) There are no articulation agreements in effect currently related to community

colleges

1. Jasmin is looking at the data with respect to AA students and will bring those data to a Curriculum Committee meeting in the future

**II. New Business:**

None

**III. Other:**

None

**Next Meeting:** Tuesday 22 October 2019 at 3:35pm in FA122.

**Adjournment:** With no further business to address, Lori Wright adjourned the meeting at

4:50pm.

Respectfully submitted,

*Stephanie Welter*

Chair of Biology Department  
CC Member

Meeting Recorder

Liberal Studies Concerns-

* Too many assessment points
* Does it need a 5 year review, if so who does it?
* Who determines transfer friendliness or transfer exchange?
* What is our process when LS needs changed? Does full faculty need to review it?
* How does the outcomes on Canvas get tallied? Should we asses once in a class or more? Do we assess the student or the student within an assignment?
* Gaps in assessment and hierarchy?
* Who oversees if a class can be transferred into LS?
* Is the LS under CC the right spot?
* Who is truly in charge of overseeing LS if DC is covering scheduling and offerings, we are reviewing what is in LS and Assessment runs reports? CC does not know how reports are run nor are they asked about scheduling.
* Whose job is it to tell departments their class no longer works in LS?
* Nowhere ( that I can find) in out handbook does it say the LS is ALL of faculty or that all faculty get to vote on it. Is this a problem?
* What happens when LS categories are full?
* Who reviews the catalog?
* Review of the LS mission statement.
* Members; Director of Assessment (ex-officio) , Member of the Registrar’s office (ex-officio), Provost or Asst. Provost (ex-officio), 4 faculty members (one from each category of LS) one of which chairs the committee. Faculty members are chosen by the Provost.
* This committee is an oversight committee to assure the success of the liberal studies program and monitor its effectiveness. All committee meetings are open for faculty members to attend; faculty members are encouraged to attend. Roberts Rules of Order will be followed in all matters concerning the Liberal Studies Committee. For curriculum proposals that are in Liberal studies or seeking to be in liberal studies must be vetted through Liberal Studies Committee to assure alignment with the liberal studies goals before going to Curriculum Committee.
* If a replacement is made it must be made by another member of the category of liberal studies that the person is representing for.
* Functions of the Liberal studies Committee
* 1. Oversee the implementation of the Liberal Studies program. Including policy, deadlines, courses and forms associated with liberal studies.
* 2. Maintain an accurate list of liberal studies classes and asses if changes are needed.
* 3. Review the offerings of liberal studies and determine if changes need made to align more with university goals. Work with departments if courses in the liberals needs changes.
* 5. Assess the effectiveness of courses meeting liberal studies objectives.
* 6. Will review curriculum proposals that are in liberal studies or seeking to be in liberal studies.
* 7. Will make recommendations concerning liberal studies.
* 8. Review the liberal studies and report on it no less than every 5 years.
* 9. Review the catalog each year for changes and inconsistencies.