

UNDERGRADUATE COUNCIL MEETING

January 24, 2003

Members Present: Deborah Baumgold, Hilary Gerdes, Herb Chereck, Sherri Barr, Jim Imamura, Lowell Bowditch, Mark Thoma, John Nicols, Wendy Mitchell, Kathy Roberts, Steve Ponder, Karen Sprague, Dave Hubin, Malcolm Wilson

Members Absent: Paul Engelking, Colleen Bell, John Postlethwait

Review of AAA Proposal

The council discussed the questions raised at the January 10th meeting. Deborah Baumgold distributed supplementary information packets obtained from the AAA department to council members. The information in the packet along with Deborah's discussion with the AAA department answered the concerns raised at the previous meeting. The Journalism department supports the multimedia 4-year program (neither the Music or CIS departments responded to Deborah). Courses in the multimedia program are restricted to majors and minors only during the initial registration period. Following the initial registration period, non-majors are allowed to register for the multimedia courses. An updated list of courses and descriptions of new courses were provided in the supplementary information packet. The AAA department plans to hold two national searches for full-time faculty positions beginning Fall 2003 to replace current visiting faculty.

Action: Deborah Baumgold called the following action: Should the council approve the AAA proposal for the addition of a 4-year BA/BS degree option in the multimedia design program?

The proposal was unanimously approved by the Undergraduate Council.

Initial Review of the General Education Survey

Karen Sprague compiled the results from the preliminary survey of course syllabi and distributed copies of the report to council members. Discussion followed. It was determined that the survey should focus on course content rather than syllabi. The Council's considerations will likely focus on courses that receive negative scores from some or all the evaluators.

Revisions to survey: After much discussion regarding the appropriateness and need for specific questions on the survey, council members agreed to edit the survey. Karen noted that some of the questions on the survey were factual in nature and only needed to be answered once. Deborah proposed that these factual questions about the format of a course be answered by one person only. The workload of finding the answer to these questions would be distributed among Council members in turn. It was decided to edit the questionnaire(s) thus:

1. Questions to be scored by all Council evaluators:

Questions I.1, I.2, I.3, I.7

Replace question, "If not?" with, simply "Comments"

2. Prepare separate questionnaire using the following questions:

Question 1.4

I.5 + I.6 (put together) under heading, "How is learning in the course evaluated?": list all the entries currently listed under both 5 & 6, and add another one, "class attendance"

Question II.2

Add another question, "Does the course have a final examination that's given during finals week?"

Donna will send out the syllabi and edited survey to council members for review before the next meeting. Each work group will receive a set of 25 syllabi.

Next Council Meeting

The next Undergraduate Meeting is on February 7, 2003

Meeting adjourned at 12:15