

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
January 29, 2008, 315 Cheatham Hall Conference Room

Members Present: Jim Collier, Ron Daniel, Clare Dannenberg, David Ford, Ginney Fowler, Carolyn Meier, Marlene Preston, Phil Radtke, Susanna Rinehart, Esti Sheinberg, Joe Sirgy, Ray Van Dyke, Alex Weaver, Cindy Wood

Guests Present: Bonnie Alberts

Members Absent: Kathryn Albright, Kelly Fennessy, Leon Geyer, Lisa McNair, Donna Cassell Ratcliffe, Bruce Vogelaar

1. CALL TO ORDER – Chair Radtke called the meeting to order at 2:05 p.m. in 315 Cheatham Hall Conference Room.

2. APPROVAL OF AGENDA – Phil Radtke offered to give a status report of the departmental ViEWS Plans due to the absence of Monique Dufour. That being the only change, the Agenda was approved unanimously.

3. DISTRIBUTION OF APPROVED MINUTES FROM DECEMBER 10, 2007

4. WORKING GROUP REPORTS

a. Planning and Direction – Susanna Rinehart – Susanna reported that the Planning and Direction working group has not met this semester but will be meeting within the next week. She announced that the CLE Website has been up since December 2007, and encouraged all members to visit the site (www.cle.prov.vt.edu). She welcomes any comments.

Ms. Rinehart asked to put the following item on the table for a future UCCLE meeting:

The possibility of having UCCLE meetings held at a specific predetermined time each month in order to avoid the difficult task of scheduling meetings each semester. More importantly, it would ensure that each member that would like to be on the committee knows exactly when the meeting is held, like many other university committees.

It was suggested that Wanda Dean, Registrar, be contacted in order to determine a time when teaching schedules are at a minimum. It was also suggested that the minutes of previous UCCLE minutes be checked for common meeting times.

b. Proposal Review – Marlene Preston and Monique Dufour –

i. A motion was made, seconded, and unanimously approved to submit the following Proposal to the Proposal Review Working Group for First Reading:

JUD 2134, Judaism: A Survey of History, Culture and Heritage, Area 2, Fall 2007

ii. Departmental ViEWS Plans Update – Monique Dufour - In Ms. Dufour's absence, Phil Radtke gave an update concerning the two (2) remaining departmental ViEWS Plans (Geography and Horticulture) that have not been submitted for review. Monique Dufour has offered to assist these departments with the preparation of their Plans. Phil will contact Monique concerning this.

c. Assessment – Ray Van Dyke – Ray Van Dyke stated the Assessment Working Group will have its first meeting of the semester on Tuesday, February 5, 2008, at 1:00 in the conference room of 122 Hillcrest Hall, at which time several specific areas of consideration for assessment will be determined.

5. OLD BUSINESS – Phil mentioned the letter to President Steger and Provost McNamee concerning the impact of

impending budget cuts on the viability of the Curriculum for Liberal Education, which was written by the UCCE and hand-delivered on December 13, 2007, with copies to James Hyatt and M. Dwight Shelton. To date, there has been no response to the letter.

Phil announced that there may be a change in the dates/times of the March and April UCCE meetings because of a conflict that Vice Chair Geyer has with the currently scheduled UCCE meetings. However, the meeting of February 26, 2008, will not change.

6. **NEW BUSINESS** – *The Task Force on Race and the Institution* is moving forward with its implementation committee, per Susanna Rinehart, who is in communication with Sheila Carter-Tod. Ms. Rinehart will report said communication from Ms. Carter-Tod with the Planning and Direction working group.

The following is a summary of items that were brought up at the end of the meeting regarding the creation of thematic “pathways” through the CLE. The Planning and Direction working group will discuss these at their next meeting:

- a. Pros and cons of ‘coherence’ vs. intentional ‘incoherence’
- b. The approval process
- c. Advanced Placement/Transfer/Dual enrollment credit and its relationship to the CLE
- d. Invitations to faculty teaching CLE courses to engage in developing Pathways
- e. Earth Sustainability model

7. **ADJOURN** – A motion was made, seconded, and unanimously approved to adjourn the meeting at 3:00 p.m.

Submitted by:

Bonnie Alberts
Recording Secretary of the UCCE

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
March 24, 2008, 9-10 a.m., 315 Cheatham Hall Conference Room

Members Present: Ginney Fowler, Leon Geyer, Carolyn Meier, Marlene Preston, Phil Radtke, Susanna Rinehart, Esti Sheinberg, Cindy Wood

Guests Present: Bonnie Alberts

Members Absent: Kathryn Albright, Jim Collier, Ron Daniel, Clare Dannenberg, David Ford, Kelly Fennessy, Lisa McNair, Donna Cassell Ratcliffe, Joe Sirgy, Ray Van Dyke, Bruce Vogelaar, Alex Weaver

1. **CALL TO ORDER** – Chair Radtke called the meeting to order at 9:00 a.m. in 315 Cheatham Hall Conference Room.
2. **APPROVAL OF AGENDA** – There were no additions or corrections to the March 24, 2008 Agenda. A motion was made and seconded to approve the Agenda. The motion passed.
3. **DISTRIBUTION OF APPROVED MINUTES FROM FEBRUARY 26, 2008**
4. **WORKING GROUP REPORTS**

a. **Planning and Direction Working Group – Susanna Rinehart**

The working group has not met since the last UCCLE meeting due to spring break. Ms. Rinehart suggested that Carolyn Rude's draft of *Guided Pathways in the Curriculum for Liberal Education* be the starting point for process of creating guided pathways which will be a useful advising tool in assisting students in choosing CLE courses with some intention.

She also reported that she is working on converting the CLE guide from its current PDF format to a fully electronic 'clickable' version in the near future, assuming IT support for that process. Ideally, this will be accomplished by the time orientation begins in July. Ms. Rinehart is in the process of seeking an IT person to help with this project.

Because the Registrar's Office, students, and advisors depend on the accuracy of the *CLE Guide*, Susanna and Bonnie Alberts will work with the Registrar's office to determine whether all listed courses are being offered currently and regularly; if not, those departments will be contacted as to whether those courses should be removed from the guide. This will become a regular part of updating the guide.

b. **Proposal Review Working Group – Marlene Preston and Monique Dufour**

MSE 4900 - Writing Intensive Proposal – Replacement for MS 4894 (Communication Portfolio MSE)
Marlene Preston stated the working group had not met since the last meeting and had not reviewed this proposal. She stated there is no 'writing' in the course and that she remembered dealing with this issue relative to this course in the past. Chair Radtke suggested that MSE 4900 WI Proposal be tabled.

There was discussion concerning how the UCCLE should handle ViEWS Plans that are being revised, and a discussion as to the status of the "WI" designation, given that some ViEWS Plans make use of WI courses to fulfill their ViEWS requirements. It was agreed that Phil Radtke, Susanna Rinehart, Mike Denbow (chair of CUSP), Monique Dufour, and Miya Simpson (Academic Program Review) would meet with David Ford to get some clarity on questions relating to continued oversight and assessment of ViEWS, and the future of the WI designation before the April UCCLE meeting. Ms. Rinehart stated that Mike Denbow has asked her to present an overview of ViEWS at the next CUSP meeting.

5. OLD BUSINESS

- a. **LIKES – Living In the KnowlEdge Society** – Phil Radtke reported that he and Susanna Rinehart have been working with Ed Fox concerning the LIKES initiative and that Mr. Fox is working on ideas to transmit information concerning LIKES to advisers and deans. Phil will continue to work with Ed as needed.
- b. **ViEWS Update** – Monique Dufour – There was no update. There are two (2) Departmental ViEWS Plans outstanding.

6. NEW BUSINESS

- a. **Scheduled Meetings for UCCLE 2008-09** – Between now and the next meeting, research will be conducted to determine the possibility of a standardized monthly meeting time for the UCCLE (similar to other Commissions and Committees in University Governance), starting in fall 2008.
 - b. **Removal of ART 3784: European and American Art since 1900** (Areas 2 and 6) – Susanna Rinehart
A letter was received from T. Truman Capone, Department Head of Art and Art History, dated March 12, 2008, requesting the removal of ART 3784: European and American Art since 1900, Areas 2 and 6, from the Curriculum for Liberal Education (CLE). A motion was made, seconded, and unanimously approved to remove said course. A letter will be sent to Dr. Capone confirming this action by the committee.
- 7. ADJOURN** – A motion was made, seconded, and unanimously approved to adjourn the meeting at 9:55 a.m.

Submitted by:

Bonnie Alberts
Recording Secretary of the UCCLE

MINUTES

University Curriculum Committee for Liberal Education (UCCLE) April 28, 2008, 9-10:00 a.m., 315 Cheatham Hall Conference Room

Members Present: Jim Collier, Ron Daniel, Ginney Fowler, Leon Geyer, Lisa McNair, Carolyn Meier, Marlene Preston, Phil Radtke, Donna Cassell Ratcliffe, Susanna Rinehart, Ray Van Dyke

Guests Present: Monique Dufour, Bonnie Alberts

Members Absent: Kathryn Albright, Clare Dannenberg, David Ford, Kelly Fennessy, Esti Sheinberg, Joe Sirgy, Bruce Vogelaar, Alex Weaver, Cindy Wood

1. **CALL TO ORDER** – Chair Radtke called the meeting to order at 9:00 a.m. in the 315 Cheatham Hall Conference Room.
2. **APPROVAL OF AGENDA** – A motion was made and seconded to approve the Agenda. The motion passed.
3. **DISTRIBUTION OF APPROVED MINUTES FROM MARCH 24, 2008**
4. **INTRODUCTION OF GUESTS: Barbara Bekken (CEUT/GEOS) and Joan Marie (STS) – Update of the Living in the 21st Century Integrative Studies Program: *Earth Sustainability Series***

Ms. Bekken, accompanied by Joan Marie, gave an overview of the integrative course model which was developed in 2003-04. The *Earth Sustainability* course series is an innovative option in the Curriculum for Liberal Education (CLE) and is part of the newly emerging *Living in the 21st Century Integrative Studies Program*, designed to integrate the goals of the university's CLE into an interdisciplinary theme-based learning experience offered over two (2) years. The program offers small group active learning, field trips, guest speakers from within and outside of the campus community and meaningful skill building opportunities that prepare students for complex interdisciplinary challenges.

Handouts included: a) Copy of slide presentation, b) Essential Learning Outcomes, c) Sample letter to incoming ES students. A general question and answer period followed the presentation.

5. **WORKING GROUP REPORTS**

a. **Planning and Direction Working Group – Susanna Rinehart**

Ms. Rinehart reported the progress of joint meetings with the P&D and Assessment Working Groups. A handout entitled 'Spring 2006 Courses Most Commonly Used to Meeting Area Requirements' (representing the 'top 10' courses taken) was distributed to members, along with a draft letter to be sent to department heads concerning the UCCLE's intention to examine courses that meet the requirements for being a CLE course, in terms of how they cover the goals in the area they represent.

Ms. Rinehart continues to seek an IT person to work in May and June to update the CLE website and assist with the transference of the Guide from PDF to an electronic version. She asked committee members for referrals.

Ms. Rinehart presented a proposal from the College of Liberal Arts and Human Services, *HD 2304, Family Relationships, Area 3, fall 2008*, for inclusion in the CLE. She received the proposal prior to the meeting and a portion of the cover letter was missing. She offered to e-mail the complete proposal to the UCCLE members for review. Ms. Rinehart asked that the proposal presentation at this meeting serve as a "First Reading" and after the Proposal Working Group reviews and possibly approves the proposal, it be e-mailed to committee members for electronic approval so that this proposal need not be carried over to the next UCCLE meeting to be held in September 2008.

Ms. Rinehart reported on the April 11, 2008, ViEWS meeting which included the following individuals: David Ford, Vice Provost; Mike Denbrow, chair of CUSP; and UCCLE members Monique Dufour, Phil Radtke, and Ms. Rinehart. The issues discussed included: a) Who will approve revisions to existing ViEWS Plans? b) How would the Plans be assessed? c) Where would the Plans be housed? d) What is the relationship between ViEWS Plans and WI?

After a lengthy discussion and with the guidance of David Ford, the following was concluded: UCCLE will no longer approve ViEWS Plans and/or approve revisions to ViEWS Plans. The Plans are the responsibility of each department. Because some departments have difficulty preparing a Plan, the UCCLE will assist departments with the implementation and assessment of their Plans with the assistance of Ray Van Dyke. Dr. Ford also stated that new WI proposals should be discussed by the UCCLE and further discussion should ensue concerning the future of WI courses.

Leon Geyer stated that ViEWS is a curriculum/policy issue and should be handled by CUSP.

- b. **Proposal Review Working Group – Marlene Preston and Monique Dufour**
(Proposal item covered in P&D Working Group Report by Susanna Rinehart)

6. OLD BUSINESS

- a. **Tabled Item: MSE 4900 - Writing Intensive Proposal – Replacement for MSE 4894**

Lisa McNair addressed the WI proposal for MSE 4900, which was tabled at the March 24, 2008, meeting. Ms. McNair stated the proposal was written as a result of several engineering students experiencing difficulty with the Registrar concerning their WI requirement. Instead of processing the proposal, it was agreed that the Registrar could be contacted and an exception be made for the few engineering students affected. Chair Radtke offered to follow up on this and report back to the committee.

- b. **Revisions to CLE Proposed Guidelines – Monique Dufour**

Ms. Dufour distributed “Review of the CLE Course Proposal Process” and asked for the committee’s approval to proceed with her recommendations to make the following changes to the CLE Guidelines: 1) Clean up all documents making the guidelines more streamline, 2) Create a rubric as to the requirements (in checklist form). The rubric can be returned to a department for additional information and/or corrections if necessary, 3) All proposal forms will be available on-line, 4) Emphasize student learning goals and teaching requirements of the CLE courses.

Ms. Dufour stated these revisions can be made during summer 2008. Members agreed to the revisions. No motion was required.

- c. **Assessment Working Group – Ray Van Dyke**

Mr. Van Dyke supported Susanna Rinehart’s report concerning the ‘draft’ letter to be sent to department heads in those departments which offer the ‘top ten’ courses in each area.

7. NEW BUSINESS

- a. **Fall/Spring 2008/09 Designated Meeting Time** – Following a survey of current membership availability for fall/spring 2008/09, the following date/times were considered for the designated meeting time for UCCLE:

First Wednesday of each month, 2:00-3:00 p.m.

First Wednesday of each month, 2:30-3:30 p.m.

First, Second, Third, or Fourth Friday, between 9 a.m. - Noon.

A motion was made, seconded and approved to select the first Wednesday of each month, from 2:30-3:30 p.m., as the designated meeting time for the UCCLE. This designated UCCLE meeting time will provide assistance to those choosing to serve on this university committee.

8. ADJOURN – A motion was made, seconded, and unanimously approved to adjourn the meeting at 10:00 a.m.

Submitted by:

Bonnie Alberts
Recording Secretary for UCCLE