

## MINUTES

### University Curriculum Committee for Liberal Education (UCCLE)

February 17, 2010

2:00 - 3:15p.m. - 230 Student Services Building

**Present:** Marlene Preston, Sheila Carter-Tod, Alan McDaniel, Scott Renneckar, Mary Ann Lewis, Bo Hart, Rachel Holloway, Donna Cassell Ratcliffe, Yonsenia White, Lisa McNair, Kurt Hoffman, Cindy Wood, Jim Collier,

**Guests Present:** Karen Strickler, Carolyn Meier, Kate McConnell (for Ray Van Dyke), Laura Dulaney, Robin Panneton

**Absent:** Daniel Wubah, Joe Sirgy, Shane McCarty, Elizabeth Fine

1. **CALL TO ORDER** - The meeting was called to order by Marlene Preston, Chair.

2. **APPROVAL OF AGENDA** –

A motion was made and seconded to approve the agenda. Motion carried.

3. **SACS UPDATE** –

Robin Panneton the Virginia Tech SACS Coordinator gave a brief update on the process. We are currently in the middle of Virginia Tech's reaccreditation and SACS will be visiting March 16 - 18. In September we submitted our Compliance Certificate which contains approximately 82 standards which we are required to produce a narrative argument and supporting documents to show various aspects of our institutional mission, our effectiveness and delivery of services to students. It is a very involved process. SACS reviews the materials and issues a decision of compliance or non-compliance. We were found to be compliant on 72 of the 82 standards. The Focus Reports have just been posted on the website which is our response to the off site evaluation in which we can make additional arguments that we are in compliance with those 10 standards. Much of this information is on the Virginia Tech SACS website. This is not a one office or one team process it involves everyone on campus. The Quality Enhancement Plan (QEP) is a large part of this process. It is a proposal and if approved will be implemented in the fall. Mary Ann Lewis spoke briefly about the QEP process and its development. A plan has been developed and submitted to SACS. It is available on the First Year Experiences website. We are focusing on first year students and this will be a phased program over a five-year period. First year are defined as freshmen or incoming transfer students. We have learned a lot from this process and have not found another QEP that is quite like ours. What we have is different from what other institutions have done just like Virginia Tech is not a one size fits all institution.

4. **CLE AREA SUBCOMMITTEE**

**Results of electronic vote** –

ENSC 1015-1016, Foundations of Environmental Science, Area 4, effective Fall 2010

ENSC 1115-1116, Foundations of Environmental Science Laboratory, Area 4, effective Fall 2010

The CLE Subcommittee contacted the department who provided the requested documentation needed for the approval process. The information was then sent to the full committee for an electronic vote on the two proposals electronically. Both courses passed approval by electronic vote on February 10, 2010. Motion carried

**Recommendations for Second Reading** – The following course proposal(s) were distributed to UCCLC members electronically for review at the January 20, 2010 meeting. The following action was taken at this February 17, 2010 meeting.

AHRM 2304, Family Financial Management, Area 3 and Area 5, effective Fall 2010

The course does not meet the goals of either area. The course should concentrate on one single area but would need revisions in order to do that. Marlene will contact the department.

- A motion was made and seconded to not approve, AHRM 2304, Family Financial Management, Area 3 and Area 5. Motion carried.

GEOS 2014, Mission to the Planets, Area 4, effective Spring 2009.

- A motion was made and seconded to approve GEOS 2014, Mission to the Planets, Area 4, effective Spring 2009. Motion carried.

HORT 4794, Medicinal Plants and Herbs, Area 7, effective Fall 2010

The CLE Subcommittee contacted the department who provided the missing information required and they addressed the concerns raised about the course.

- A motion was made and seconded to approve HORT 4794, Medicinal Plants and Herbs, Area 7, effective Fall 2010. Motion carried.

**Recommendations for First Reading** – The following course proposal(s) were distributed to UCCLE members electronically for review.

**None**

## 5. OPERATIONS SUBCOMMITTEES

- CLE Connections –
  - Faculty survey – Kate indicated that the first pass at the survey data is ready and will be posted this afternoon. From a statistical perspective these are descriptive or big picture information. Kate will be spending the next week getting more detailed information from the survey. The response rate is about 12% (304 out of about 2500). It is small but she is pleased that it was over 8% to 10%. She worked with Institutional Research to obtain information about faculty teaching undergraduates. Even though we have a low response rate we have a good amount of data. Kate will be making one more attempt at getting faculty to complete the survey.
  - Student survey – The student survey is structured different than the faculty survey. It should be ready to go out to students on Monday. A PDF will be posted. A strong marketing effort will be underway to get students to complete the survey. Bo Hart thanked Kate and the Assessment Office for all the work they have done on the survey.
  - Website –The CLE Connections group has looked at the UCCLE website and will be bringing information. One idea is an area where advisors could easily find new courses that have been added to the UCCLE.
- UCCLE Membership, Processes, Policies –
  - Policies and process for changing or withdrawing a course from CLE – Lisa McNair distributed a draft of the form developed for changing the status or withdrawing a course from the CLE. This will continue to be worked on.
- CLE symposium – Parts I and II  
Sheila Carter-Tod the first part of the symposium went well and had approximately 45 attendees. We are trying to work out the details of the second part and will be sending out information once we have that worked out. A survey was sent out earlier with week to see how the first part was received. For the second day 60 individuals were enrolled to attend. Information will be shared with the committee about the second part when it becomes available.

## 6. OTHER BUSINESS – No other business

## 7. ADJOURNMENT

The meeting adjourned at 3:20p.m.

Submitted by,  
Karen W. Strickler

## Recording Secretary

### Spring Meeting Schedule

March 3<sup>rd</sup> - 2:00 – 3:15 p.m., 230 Student Services Building (March 24 - Subcommittees)

April 7<sup>th</sup> - 2:00 – 3:15 p.m., 230 Student Services Building (April 21 -- Subcommittees)

May 5<sup>th</sup> - 2:00 – 3:15 p.m., 230 Student Services Building (presentation of recommendations to Dr. Wubah)