

**Academic Foundations Committee
Minutes**

April 22, 2009

Present:	George Czyz	Bernie Quetchenbach
	Melinda Tilton	Kurt Toenjes
	Neil Suits	Mike Havens
	Matt Redinger	Mark Fenderson
	Neil Jussila	Lorrie Steerey
	Richard Pierce	Brent Roberts
	Rita Kratky – ex-officio	Tasneem Khaleel – ex-officio
Absent:	Tom Regele	Mary Alice Walker (student)
	Diane Duin – ex-officio	Gary Young – ex-officio
	Mary Susan Fishbaugh – ex-officio	Karen Heikel – ex-officio
	John Cech – ex-officio	D’Ann Campbell – ex-officio
Presiding:	Lorrie Steerey, Chairperson	

The meeting was called to order at 2:34 p.m. in room 355 of the College of Business.

The minutes of April 8 were accepted as presented.

I. DISCUSSION/ACTION ITEMS

A. NWCCU Report

It was noted that NWCCU stated our Academic Foundations objectives were well defined and published. The committee recognizes that while they were, in fact, published, they require revision.

B. Updated Faculty List and Data Entry

It was noted that 100% participation in the data entry is too much to ask. Eighty percent of all the Academic Foundations sections is more than acceptable; it is much more than an adequate sample for a scientific study. It was noted that there were 219 sections of Academic Foundations courses in Fall 2008. To achieve the goal of 80% participation, we need 175 of those sections. The count of sections finished last week was 172, and with the hard work of AFC members we now have more than that, so the 80% goal has been met.

- ❖ On April 23 it was learned that there are 219 sections of Academic Foundations courses, but 41 *instructors* who have not completed their assessment data entry. This means there are actually 63 Academic Foundations *course sections* which have incomplete assessment, only 156 sections are complete, or 71%.

Dr. Steerey stated that she will have the assessment database closed for Fall 2008 by May 6. The Spring 2009 entry will open tomorrow (April 23) and remain open until June 9. It was noted that most likely we will have to re-open data entry for the Spring 2009 semester in fall, because most faculty simply won't be here.

It was noted that I.T. has not yet granted access to department chairs so they may enter part-time faculty members' data. The AFC overwhelmingly supports this change. I.T. is also working on getting a button on the grades page to link to the Academic Foundations assessment database. It will most likely be ready in fall.

Dr. Steerey congratulated the AFC members for their great job in getting the Fall 2008 data entered.

C. Development of a Policy on Course Substitutions

It was noted that recently a faculty advisor substituted a trip to Japan for the International Relations course in Academic Foundations. The AFC needs to develop a policy to make sure any substituted course meets the objectives of that Academic Foundations category objectives.

Dr. Redinger agreed to write up a policy that the person who grants the substitution, or the person who teaches the substitute course, would have to prove the substituted course meets Academic Foundations category objectives. The Committee will review it via email over the summer.

D. Assessment Data Reports

Dr. Steerey will work with I.T. over the summer to write up new reports. It was noted that the best way to arrange the data is to collapse the data by category, not by course.

It was noted that there are Academic Foundations courses offered in summer. We should assess the Summer 2009 courses and leave the database open for entry all summer, since some faculty wait until August to report their grades. Spring 2009 will also be open all summer, and Dr. Steerey will be bother faculty to enter their data all summer. The Fall 2009 database will be open all semester as well, so faculty can enter their data as they go, rather than saving it until the end of the semester.

Updated lists of faculty who have not completed their data entry will be sent regularly to the AFC members.

E. Revision of Academic Foundations Outcomes

It was noted that the AFC will begin this task in the fall. NWCCU will probably be pleased with us if we can assess fewer things better.

It was cited that the most important thing we need to show NWCCU is that we are doing something with the data we collect. Dean Tasneem Khaleel will also submit the survey she has done this year of students who have completed the Academic Foundations program.

The meeting adjourned at 3:00 p.m.

Respectfully submitted, Rita J. Rabe Meduna.