

**Academic Foundations Committee  
Minutes**

October 5, 2004

<b>Present:</b>	Mark Hardt	Randall Gloege
	Connie Landis	Noreen Lee
	James Nowlin	Abbas Heiat
	Barb Pedula	
	Amanda Mears – <i>ex-officio</i>	James Ryan – <i>ex-officio</i>
<b>Absent:</b>	Carl Hanson – <i>ex-officio</i>	Tasneem Khaleel – <i>ex-officio</i>
	John Cech – <i>ex-officio</i>	Randy Rhine – <i>ex-officio</i>
	George White – <i>ex-officio</i>	Joe Michels – <i>ex-officio</i>
	Janie Park – <i>ex-officio</i>	Curt Kochner – <i>ex-officio</i>
<b>Presiding:</b>	Mark Hardt, Chair	

---

Mark Hardt called the meeting to order at 3:46 p.m. in McDonald Hall room 306.

The minutes of September 28 were accepted as presented.

I. New Membership Needed

The Committee decided that they would continue to survey for volunteers for the two Arts and Sciences positions, but if they are not filled by next week, the matter will be turned over to the Committee on Committees.

II. Discussion/Action Items

A. Results of Report to Senate on September 30

It was noted that the Senate has not made a decision on the Committee's proposed deadline of December 10, 2004, but they may want a later deadline. It was noted that moving the deadline to January may end up conflicting with the UCC's schedule.

- Motion by James Nowlin, seconded by Noreen Lee that the Committee present December 10, 2004, to the Academic Senate as the course submission deadline with a fall back date of January 28, 2005, if the Senate rejects the first deadline.

- Motion carried.

It was noted that the Committee needs enough time to complete the Academic Foundations package by the end of spring semester 2005, so faculty can mull it over during the summer and begin making changes the following fall.

B. Election of Chair and Chair Alternate

By acclamation, Mark Hardt was elected Chair and Noreen Lee was elected Vice-Chair of the Committee.

C. Motion Made in Error

It was noted that last year the Committee had voted to exclude ENGL 150 from the Academic Foundations package. That is an error, as no course can be excluded before it has been submitted to the Committee. It was further noted that taking it out of Academic Foundations will in effect make it a hidden prerequisite for other writing courses. Dr. Park has stated that having a hidden prerequisite in Academic Foundations is unacceptable.

It was stated that if ENGL 150 is included in Academic Foundations, it can then be assessed and we will know if the reputation of the course is deserved. It was commented that perhaps more students need to be in ENGL 100, and the way to make sure of that is to raise the standards for ENGL 150.

D. Continued Assessment Discussion

It was observed that we need to pin down the probation process for courses a bit more. It was noted that courses on probation will be sent back to departments, and it is their responsibility to revise the course as needed. They will have a year or more to do this. The departments will be motivated to fix a given course, because if they do not, the course likely will be dropped from Academic Foundations and they will lose FTE.

It was noted that we need a simple program assessment for Northwest, but we must have an assessment that is meaningful so we can use it for quality control in the Academic Foundations Program.

It was stated that a valuable capstone will have two things: paid instructors and some sort of synergistic, creative activity for students. It was cited that if every student completing Academic Foundations has to take this capstone, there are going to be 100 students or more per section. A class that large is not conducive to a discussion format.

It was commented that it would be easiest for students to simply fill out a questionnaire before they can register for their junior year. However, many students will not have even half their Academic Foundations fulfilled by that time. Perhaps they could fill out the questionnaire before they can apply for graduation.

It was noted that right now the Commissioner of Higher Education is conducting an audit of the transferability in the University System. The Committee needs to keep that in mind as we proceed.

It was commented that many courses offered at the COT do not transfer to programs on the main campus. It was suggested that the Committee meet with the advisors in the Advising Center and perhaps the Registrar to discuss why these courses that are from the same University do not transfer. Some training between the Committee and the advisors is in order.

The meeting adjourned at 5:00 p.m.

Respectfully submitted, Rita J. Rabe Meduna.