

COLLEGE OF ARTS AND SCIENCES ASSEMBLY

Minutes

Meeting of 16 November 2004
Rooms 128-130, Oakland Center

Attendance

Present: *Wallis Andersen, Dikka Berven, Keith Berven, Peter Binkert, Ferman Chavez, Curt Chipman, Mary Eberly, Jane Eberwein, Jerrold Grossman, Derek Hastings, Jeffrey Insko, Jennifer Law-Sullivan, Lawrence Lilliston, Emmett Lombard, Jude Nixon, Carl Osthaus, Jo Reger, Mark Rigstad, Richard Stamps, Jennifer Law Sullivan, Susan Wood*

Absent: *Linda Benson, Arik Dvir, Dick Goody, Abdi Kuso, George Martins, Don Matthews, Sam Rosenthal, Irwin Schochetman, Linda Schweitzer, Joe Shively*

Ex Officio Present: *David Downing, Kathy Moore, Michelle Piskulich*

Guests Present: *Susan Awbrey, Karen Clemmons-Lloyd, Andrea Eis, Madeleine Kissock, Serge Kruk, Glen McIntosh*

1. Call to Order

Associate Dean Piskulich convened the meeting at 3:35.

2. Approval of Minutes from the meeting of September 21, 2004.

Moved to approve the minutes from April 6, 2004 (Jerrold Grossman). Supported.

Correction: in #11, Meeting of the Minds date is Friday May 13. Approved unanimously as corrected.

3. Academic Conduct, FERPA, Student Behavior Presentation

Guests Karen Clemmons-Lloyd and Glen McIntosh described three important facets of the work they do towards insuring the safety of the campus community.

First, they distributed a copy of OU's FERPA brochure with guidelines about how to protect student information. "Directory information," which can be publicly shared, does not include e-mail addresses (at the request of the students). The Student Affairs web site has a FERPA consent form which faculty may use. Recommendation: the FERPA brochure be sent to all faculty, possibly by e-mail. Since the faculty e-mail list is full-time faculty, perhaps the deans will be asked to distribute to part-time faculty.

Then, they gave an overview of the increase in academic and non-academic problems (academic conduct, psychological emergencies) in the last five years. With the FERPA brochure, Student Affairs will include the psychological emergencies procedures policy.

4. General Education: What Is Next

Guests: Members of the General Education Committee (Susan Awbrey, Madeleine Kissock, Andrea Eis)

Susan Awbrey reviewed the FAQ answers posted on the web site; the questions were generated by the executive committee of the Assembly. In addition to elaboration on the answers in the document, comments/information included:

Information: In January, a call will go out for course revisions/creation for intensive writing and capstone courses (funding will be available) *Question:* Can a capstone course be the intensive writing course in the major; *response:* right now, no.

Recommendation: If the Assembly wants the capstone to be able to count as Writing Intensive, such a recommendation should be sent to the General Education Committee. One goal is “as much intensive writing as possible,” but finances are a problem.

Concern: Assessment is also deterring faculty from proposing courses for the Writing Intensive experience. *Response:* Embedded Assessment should not be overly burdensome; an embedded assessment workshop will be held for faculty. A grading rubric (model answer) is needed for consistency across sections when doing assessment.

Information: Potential Criteria for Intensive Writing classes have been developed.

Comment: When submitting knowledge applications proposals, it would be good idea to specify General Education courses that will fit as theory base.

Comment: General Education needs to be perceived as part of the full spectrum of coursework, not just as first-year coursework.

Reminder:: Changes in catalog course descriptions submitted to GEC must be submitted to CoI.

Final Comments: General Education will be a “work in progress” for several years. For the next two years the old and new programs will run “in parallel.” As always, the General Education Committee is willing to respond to problems or concerns as they arise. Review and submission of course proposals is ongoing; submitted courses not reviewed this year because of time constraints will be reviewed next year.

5. Good and Welfare

6. Adjournment.

The meeting was adjourned at 5.15.