

MINUTES

UNIVERSITY CORE CURRICULUM COMMITTEE

September 20, 2006

9:00 – 10:00 - 325 Burruss Hall

- Present:** Quinton Nottingham, David Ford, Ron Daniel, Esti Sheinberg, Donna C. Ratcliffe, Cindy Wood, Elisabeth Klughardt, Bonnie Rosen, Peter Doolittle, Marlene Preston, Phil Radtke, Ginney Fowler, Leon Geyer, Neil Hauenstein
- Guests Present:** Susanna Rinehart, Carolyn Meier, Bob Jones, Ray VanDyke, Karen Strickler, Bonnie Alberts
- Absent:** Clare Dannenberg, Kathryn Albright, Jeff Connor

1. CALL TO ORDER

The meeting was called to order by Chairman Quinton Nottingham.

2. APPROVAL OF AGENDA

Chairman Nottingham asked if there were any additions to the Agenda. Bob Jones requested a brief discussion of his draft of the *Student-Defined Liberal Education Option at VT* be added to 'New Business.' A motion was made and seconded to approve this addition to the Agenda. Motion carried.

3. INTRODUCTION OF COMMITTEE MEMBERS-

A current roster of committee members was distributed. Each Committee Member introduced themselves, in addition to staff member Karen Strickler, out-going Recording Secretary of the UCCC, and her replacement, Bonnie Alberts.

4. COMMITTEE ORGANIZATION AND OPERATIONS

- Subcommittees – the UCCC is subdivided into three working groups to allow simultaneous progress on different fronts. The three working groups are:
 - Proposal Review Group
 - Planning and Direction Group
 - Core Assessment GroupA list of the current Members of the following subcommittees was circulated among the members for their review. Each member was asked to volunteer for a subcommittee.
- Subcommittee Conveners – Conveners of each subcommittee will be determined after all members have signed up for one of the three subcommittees.
- Election of Vice Chair – Chairman Nottingham indicated that he recently e-mailed the Committee requesting a volunteer for the office of Vice-Chair. To date, no one has responded.

5. REPORT FROM THE PROPOSAL REVIEW GROUP

First Reading – The following course proposals were distributed to UCCC members at this September 20, 2006 meeting. Copies were mailed to those unable to attend.

BC 3115-3116, Building Culture, a History of Construction, Area 2 and Area 6, effective spring 2007.

After a lengthy discussion, a motion was made and seconded to return the proposal to the department for further clarification concerning how Course Numbers BC 3115-3116, will fit into the Building Construction curriculum, and to clarify the rationale for these courses in Areas 2 & 6. Motion carried.

6. OLD BUSINESS –

Status of Name Change Resolution – Chairman Nottingham gave a history of the UCCC Resolution which came from the Ad Hoc Steering Committee’s recommendation to change the University Core Curriculum to ‘*Curriculum for Liberal Education*’ and to change the name of the University Core Curriculum Committee to ‘*University Curriculum Committee for Liberal Education.*’ The Resolution was approved electronically by the UCCC on April 3, 2006.

On September 18, 2006, the Resolution was presented to University Council for their consideration and approval. Susanna Rinehart, Assistant Provost for Liberal Education and University Studies, attended the meeting and reported that a decision was not made after the Resolution’s First Reading. If the Resolution is passed, the name of the UCCC will also change.

7. NEW BUSINESS –

Pilot Study Phase of The Student-Defined Liberal Education Option at Virginia Tech – Bob Jones distributed a handout explaining the Pilot Study Phase of the Student-Defined Liberal Education Option at VT. This option is intended for students who have completed 30 credit hours or have enrolled for a minimum of 30 credit hours, but no more than 60 credit hours. The purpose of the Pilot Study is to construct a Committee of Academic Associate Deans, Program Directors, and Academic Advisors, for a limited number of students. The following are the phases of the Study:

- a. 2006-07 and 2007-08 – Pilot Study Phase
- b. 2007-08 – Governance
- c. 2008-09 – Full implementation of program for Colleges willing to adopt

This was presented to the Committee as an information item.

University Center for Undergraduate Education – Ron Daniel presented the Course of Study Planner being used this semester in conjunction with the new University Center of Undergraduate Education. He stated that VT’s Honors Program has been using a similar planner for several years.

Mr. Daniel re-introduced Susanna Rinehart, Assistant Provost for Liberal Education and University Studies, University Center for Undergraduate Education, whose office will be in Hillcrest Hall. The move to Hillcrest will take place in the next few months.

Core Curriculum Initiatives and VT Pathways – Due to time constraints, Susanna Rinehart stated she would e-mail Committee Members the information she planned to discuss at the meeting. She volunteered herself as Convener for the Planning & Direction Sub-Committee.

Future Meeting Dates:

October 18, 2006	9:00 – 10:00 a.m.	325 Burruss Hall
November 15, 2006	9:00 – 10:00 a.m.	325 Burruss Hall
December 7, 2006	9:00 – 10:00 a.m.	325 Burruss Hall

8. ADJOURNMENT

The meeting adjourned at 10:05a.m.

Submitted by,
Bonnie Alberts
Recording Secretary

MINUTES

UNIVERSITY CURRICULUM COMMITTEE FOR LIBERAL EDUCATION (UCCLE)

October 18, 2006

8:45 – 9:45 a.m. – 325 Burruss Hall

Members Present: Quinton Nottingham, Kathryn Clark Albright, Jeff Connor, Ginney Fowler, Leon Geyer, Neil Hauenstein, Elisabeth Klughardt, Marlene Preston, Phil Radtke, Bonnie Rosen, Esti Sheinberg, Cindy Wood

Guests Present: Monique Dufour, Bob Jones, Susanna Rinehart, Ray VanDyke, Michael O'Brien, Bonnie Alberts

Members Absent: Ron Daniel, Clare Dannenberg, Peter Doolittle, David Ford, Carolyn Meier, Donna Cassell Ratcliffe

1. **CALL TO ORDER** - The meeting was called to order at 8:45 a.m. by Committee Chair Quinton Nottingham.
2. **APPROVAL OF AGENDA** - Chair Nottingham asked if there were any changes or additions to the Agenda. He indicated that item #4, *Introduction of Committee Members*, should be deleted. A motion was made and seconded to approve this change and approve the Agenda. The motion carried.
3. **DISTRIBUTION OF APPROVED MINUTES FROM SEPTEMBER 20, 2006**
4. **COMMITTEE ORGANIZATION AND OPERATIONS**
 - a. **Subcommittee Conveners** – Marlene Preston agreed to be Convener of the Proposal Review Subcommittee, while also serving on the Planning & Direction Subcommittee; however, priority will be given to the Proposal Review Subcommittee if there are conflicts. Ray VanDyke and Susanna Rinehart agreed via e-mail after the September meeting to be conveners for the Assessment and P&D Subcommittees, respectively.
 - b. **Election of Vice Chair** – Phil Radtke was nominated for the Vice Chair ballot. A motion was made and seconded to elect Phil Radtke as Vice Chair of the UCCLC for 2006-07. The motion carried.
5. **REPORT FROM PROPOSAL REVIEW GROUP** –

First Reading – The following course proposal was distributed to UCCLC members at the September 20, 2006, meeting. Copies were mailed to those unable to attend.

BC 3115-3116, Building Culture, A History of Construction, Area 2 and Area 6, effective Spring 2007. Michael O'Brien, Professor of Architecture, was present at the meeting to discuss the changes made to the Proposal for BC 3115-3116, which was distributed at the September 20, 2006, meeting. After a discussion and question period, Dr. O'Brien was asked to obtain clarification regarding satisfying Areas 2 and 6 in the Proposal. He agreed to obtain the requested information from the Department and submit it to Chair Nottingham as soon as possible.

 - Proposal to approve for first reading, BC 3115-3116, Building Construction, A History of Construction, Area 2 and Area 6, effective Spring 2007. Motion carried.
6. **PLANNING AND DIRECTION SUBCOMMITTEE** – Susanna Rinehart, Convener of the Planning and Direction Subcommittee reported that the subcommittee held their organizational meeting Tuesday, October 17, 2006. The minutes of that meeting will be distributed to the members of the UCCLC when available. The Subcommittee will use the *2006-07 University Core Curriculum Guide*, and the *Ad Hoc Core Curriculum Steering Committee Report of May 17, 2005*, to help guide its agenda. Potential methods of collecting data and/or using existing data to obtain valuable information about the current Curriculum for Liberal Education were discussed. Surveying advisors regarding their attitudes toward (and understanding of) the CLE, and determining the difference between enrollment numbers and actual requests by students for courses were also discussed. Wanda Dean, Registrar, and Kristen Bush, Director of Institutional Research, are willing to assist

with the provision and interpretation of acquired data. Two (2) working groups of the Subcommittee were formed:

- a. **CLE (Re)Visioning and Defining** – This group will work on an institutional definition of Liberal Education and articulate learning outcomes for the Curriculum for Liberal Education.
- b. **CLE Data Analysis/Gathering** – This group will examine current available data to determine what data we might gather or request concerning the existing structure, content, delivery, etc., of the existing Curriculum for Liberal Education, with an eye toward identifying where changes/alterations might need to be considered.

The Subcommittee will meet again before the next UCCLE meeting in November.

7. **OLD BUSINESS**

Status of Name Change Resolution – At the University Council meeting on October 2, 2006, the Name Change Resolution was approved. The name of the University Core Curriculum has been changed to the *Curriculum for Liberal Education (CLE)*. The name of the University Core Curriculum Committee is now the *University Curriculum Committee for Liberal Education (UCCLE)*.

8. **OTHER BUSINESS**

- a. **Finance ViEWS Proposal** - After an extensive discussion and overview by Monique Dufour concerning the Committee's accomplishments in the spring of 2006 for this Proposal, this item was tabled until the November 15, 2006, UCCLE meeting, pending the acquisition of department proposals retained in the Provost's Office. It was estimated that ten to twelve (10-12) departments have not yet submitted a Proposal, and noted that the weakest part of the submitted Proposals was 'assessment.' Neal Hauenstein, last year's Chair, will forward all files relating to ViEWS to Chair Nottingham.

Chair Nottingham asked that the Committee approve the Finance Department's ViEWS Proposal. Since this was extensively reviewed by both Quinton Nottingham and Monique Dufour, a motion was made and seconded to approve the Proposal. The motion carried.

- b. **Core Curriculum Initiatives and VT Pathways** – Susanna Rinehart – Ms. Rinehart discussed the draft version of VT Pathways website which has been circulated among a selected group of faculty, administrators, and students, for their review and comments. Ms. Rinehart is convening a group to move the VT Pathways language forward.

First Year Experience Program – Ms. Rinehart is conducting a content analyses of the various First Year Experience programs and courses currently available at VT.

Quality Enhancement Plan (QEP) – QEP is part of the SACS Reaccreditation process and will most likely be focused on Liberal Education.

- c. **Office of Assessment Update** – Ray VanDyke – This item was tabled until the next UCCLE meeting on November 15, 2006.
- d. **Review “Student-Defined Liberal Education Option at VT” (P&D Subcommittee)** – This option needs UCCLE approval so it can be submitted to the Planning and Direction Subcommittee. A motion was made and seconded to approve the Student-Defined Liberal Education Option at VT and submit it to the Planning and Direction Subcommittee for their review. It was agreed that the concept of the option, the logistics, and faculty involvement in this option will be fully explained. The motion carried. It was agreed by Susanna Rinehart that this would be an agenda item for the next P&D Subcommittee meeting to be held prior to November 15, 2006.
- e. **Future Meeting Dates:**

November 15, 2006	8:45 – 9:45 a.m.	325 Burruss Hall
December 7, 2006	8:45 – 9:45 a.m.	325 Burruss Hall

9. **ADJOURNMENT** – The meeting was adjourned at 9:45 a.m.

Submitted by Bonnie Alberts, Recording Secretary

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
November 15, 2006
8:45 – 9:45 a.m. – 325 Burruss Hall

Members Present: Quinton Nottingham, Jeff Connor, Ron Daniel, Peter Doolittle, Ginney Fowler, Leon Geyer, Phil Radtke, Donna Cassell Ratcliffe, Esti Sheinberg, Cindy Wood

Guests Present: Michael Blackwell, Monique Dufour, Bob Jones, Carolyn Meier, Susanna Rinehart, Bonnie Alberts

Members Absent: Kathy Albright, Clare Dannenberg, David Ford, Elisabeth Klughardt, Neil Hauenstein, Marlene Preston, Bonnie Rosen, Ray VanDyke

1. **CALL TO ORDER** – The meeting was called to order at 8:45 a.m., by Committee Chair Quinton Nottingham.
2. **APPROVAL OF AGENDA** – Chair Nottingham indicated that because Ray VanDyke was unable to attend this meeting, that item 6(a), *Office of Assessment Update*, would be removed from the Agenda and added to the December 7, 2006, Agenda. A motion was made and seconded to approve this change and to approve the Agenda. The motion carried.
3. **DISTRIBUTION OF APPROVED MINUTES FROM OCTOBER 18, 2006**
4. **REPORT FROM PROPOSAL REVIEW SUBCOMMITTEE** –
Chairman Nottingham stated the following proposal will be given to the Proposal Review Committee for First Reading:
 - **WOOD 2784/FOR 2784, World Forests and Forest Products, Area 7, effective Spring 2007.**

In the absence of Marlene Preston, Convener for the Proposal Review Group, Monique Dufour and the Proposal Review Group recommended approval of the following course:

- **BC 3115-3116, Building Culture, A History of Construction, Area 2 and Area 6, effective Spring 2007**

After a lengthy discussion, a motion was made and seconded to approve the proposal recommending BC3115-3116, Building Culture, A History of Construction, Area 2 and Area 6, effective Spring 2007, for inclusion into Area 2 and Area 6. The motion carried.

5. **REPORT FROM PLANNING AND DIRECTION SUBCOMMITTEE** – Susanna Rinehart reported that the Planning and Direction Subcommittee (P&D) has held two (2) meetings since the November 15, 2006, UCCLC meeting. Ms. Rinehart praised the work of Bob Jones who presented the original *Student-Defined LE Option at VT Policies and Procedures*, at the September 20, 2006, UCCLC meeting.

Ms. Rinehart requested the approval of the UCCLC to move forward with the *Proposal for the Student-Defined Liberal Education Option at Virginia Tech Proposed Pilot Program*, after reviewing the November 10, 2006, edition of the Program with the Committee.

Concerning the Management Team, Jack Dudley has agreed to serve and Mary Ann Lewis will be asked to serve.

The following is a list of items to be accomplished for the Pilot Program:

- 1) Randomly select approximately 100-150 students from two (2) colleges (College of Science and College of Liberal Arts and Human Sciences), with a 3.0 GPA or greater (but not currently in the Honors Program), mainly freshman, with some sophomores.
- 2) Send invitations to selected students and their advisors.
- 3) Select a representative from the UCCLE (or a nominee from the UCCLE) to be part of the Management Team.*
- 4) Select one (1) faculty advisor from each of the two (2) colleges to serve on the Management Team.
- 5) Solicit some 'sample' programs as examples for students to use as guidelines.
- 6) Decide what type of recognition would be given to the student and his/her faculty advisor after completion of the Pilot Program. Recognizing faculty involvement is important as advising is 'key' for its success.
- 7) Clearly define methods for assessment.
- 8) Prepare a concise paragraph which clearly explains the Pilot Program. This paragraph will require UCCLE approval. A 'draft' will be prepared by the next meeting of December 7, 2006. Ms. Rinehart welcomes any suggestions for the summary paragraph.

*Jack Dudley will serve and Mary Ann Lewis will be asked to serve on the Management Team.

There was discussion concerning possible student failure to successfully complete a proposed program. It was agreed that the students must be protected from inappropriately negative consequences to their academic program. There was also discussion concerning the goals of the seven (7) areas of the Curriculum for Liberal Education (CLE) and whether all seven (7) areas would be addressed in the Pilot Program. It was decided that this would be defined by the P&D Subcommittee.

It was suggested that the Deans of the two (2) participating Colleges be informed of the random sampling and be asked to request the cooperation of all faculty. If a faculty member opts out of the Program, another advisor must assure that the department's requirements are met; therefore, requiring another advisor within the department. This 'third' person could be in contact with the student's regular advisor.

The P&D Subcommittee will periodically report its progress to the UCCLE.

6. OTHER BUSINESS

- a. **Office of Assessment Update** – Ray VanDyke
This item was removed until the next meeting of December 7, 2006, as Mr. VanDyke was out of town.
- b. **ViEWS:** Review and Update – Chair Nottingham referred to the CUSP Resolution 2003—04A attached to the Agenda. The Resolution was approved by the University Core Curriculum Committee on February 19, 2004, and after its approval by all required areas of the University, its effective date became effective with the class entering in the fall of 2005. Once a department's ViEWS plan is approved, it then becomes the responsibility of the respective department.

There has been no feedback to the UCCLE concerning the ViEWS requirement. Cindy Wood stated there was a considerable amount of discussion concerning Action #4 in the spring of 2006, which required an approved plan by July 1, 2005, from each department. Chair Nottingham stated approximately eight (8) departments have not reported, and some were sent back for editing and not returned. Chair Nottingham will gather information and report to the UCCLE at the next meeting.

Monique Dufour volunteered to prepare a ViEWS FAQ to send to all Department Heads. She will send a 'draft' of the FAQ to the UCCLE before the next meeting on December 7, 2006.

7. **ADJOURNMENT** – The meeting was adjourned at 8:50 a.m.

Submitted by: Bonnie Alberts
Recording Secretary for UCCLE

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
December 7, 2006
8:45 – 9:45 a.m. – 325 Burruss Hall

Members Present: Quinton Nottingham, Jeff Connor, Ron Daniel, David Ford, Elisabeth Klughardt, Marlene Preston, Phil Radtke, Donna Cassell Ratcliffe, Bonnie Rosen, Cindy Wood

Guests Present: Michael Blackwell, Bob Jones, Carolyn Meier, Susanna Rinehart, Ray Van Dyke, Bonnie Alberts

Members Absent: Kathy Albright, Clare Dannenberg, Peter Doolittle, Monique Dufour, Ginney Fowler, Leon Geyer, Neil Hauenstein, Esti Sheinberg

1. **CALL TO ORDER** – The meeting was called to order at 8:50 a.m., by Committee Chair Quinton Nottingham.

2. **APPROVAL OF AGENDA** – A motion was made and seconded to approve the December 7, 2006, Agenda. The motion carried.

3. **DISTRIBUTION OF APPROVED MINUTES FROM NOVEMBER 15, 2006**

4. **REPORT FROM PROPOSAL REVIEW SUBCOMMITTEE** –

Chairman Nottingham stated that the following proposal will be submitted to the Proposal Review Subcommittee for First Reading:

- **PPWS 2004 – Mysterious Mushrooms, Malicious Molds, Area 7, effective spring 2007**

On behalf of the Proposal Review Subcommittee, Marlene Preston recommended approval of the following proposal for inclusion into Area 7, effective fall 2006. The motion carried.

- **WOOD 2784/FOR 2784, World Forests and Forest Products, Area 7, effective fall 2006**

5. **OTHER BUSINESS** -

a. **Office of Assessment Update** – Ray Van Dyke

Ray Van Dyke assumed his position as Director of Academic Assessment in July 2006 and has been meeting with people on campus to determine the current status of academic assessment. It is important to determine whether or not students are learning what faculty intends students to learn, along with improvement of assessment outcomes. Mr. Van Dyke distributed the following items to committee members:

i. ***Office of Academic Assessment*** – Describes the function of the Office of Assessment and defines its work, its charge (taken from comments made by Dr. Diane Bell, Special Assistant to the Provost), and its priorities.

ii. ***Summary of Surveys Conducted by VT Office of Academic Assessment*** (September, 2006) - This publication is a general summary of surveys that describe: *Who is assessed? Who does the assessment? What is assessed? When did it last occur? How many years of data? Why do we use this assessment? How do we assess? and, How does the OAA disseminate the results?*

Mr. Van Dyke stated that assessment data is available for each department from the Office of Academic Assessment upon request.

b. **Liberal Education Outcomes** – Ron Daniel

Ron Daniel distributed the following publications to committee members:

- i. ***Why do I have to take this course?*** (Dr. Robert Shoenberg) - A student guide for making smart educational choices. This publication has been distributed to some faculty and key groups on campus. Ron Daniel stated he can obtain copies for any interested committee members. Because the publication is expensive, it was suggested that this publication be integrated into a class for full impact. Advisors also need access to this information.
- ii. ***Liberal Education Outcomes*** (an AACU publication) – A preliminary report on student achievement in college. Mr. Daniel referred the committee to section 4, *Significant Gains? Students' Own Reports on Liberal Education Outcomes*, as a significant reference and a beginning point for UCCLE categories for liberal education outcomes.

There was discussion concerning difficulty with creating and measuring learning objectives. Ray Van Dyke stated there will be opportunities during spring semester to learn more about the process including a Winter Workshop on January 10, 2007. A workshop for Student Affairs will also be conducted in the spring.

Mr. Daniel discussed the success of the *Course of Study Planner* pilot project and how it is assisting students in viewing their curriculum.

- c. **ViEWS** – Chair Nottingham asked for comments concerning the 'draft' FAQ for ViEWS that was prepared and distributed by Monique Dufour. Committee members are encouraged to send any comments to Monique. There was a discussion concerning the importance of student awareness of the ViEWS initiative. According to Chair Nottingham, to date there are fourteen (14) departments that do not have approved ViEWS Plans. His goal is to have all departments approved by the end of spring semester.

Some of the questions/comments concerning ViEWS that were discussed are as follows:

- i. What are faculty and department roles with ViEWS?
- ii. How will faculty and departments communicate with students concerning ViEWS?
- iii. Should a representative from each department be appointed as a ViEWS resource? If so, should a stipend be given to that representative?
- iv. Put ViEWS information on website for students, faculty and departments
- v. Prepare a purpose statement to be distributed to faculty teaching ViEWS
- vi. Indicate on the class syllabus explicit expectations pertaining to ViEWS
- vii. Conduct an annual review of ViEWS for each department
- viii. Compile a notebook of all ViEWS Plans
- ix. Increase student awareness of ViEWS

A motion was made and seconded to prepare a ViEWS 'purpose statement' to be prepared by UCCLE for inclusion in all course syllabi. Motion carried.

- d. **Student Defined Liberal Education Option** – Susanna Rinehart asked for a UCCLE volunteer for the faculty member position on the Management Team for the Student Defined Liberal Education Option. Carolyn Meier volunteered for the position.
- e. Susanna Rinehart discussed the unresolved issue of her membership on the UCCLE. Presently she has guest status and requests that an 'ex-officio' status be considered for her position. The same should be considered for Ray Van Dyke's position.

6. **ADJOURNMENT** – The meeting was adjourned at 9:50 a.m.

Submitted by: Bonnie Alberts
Recording Secretary for UCCLE

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
March 28, 2007
3:30 – 4:30 p.m. – 201H Burruss Hall

- Members Present:** Quinton Nottingham, Donna Dunay, Joe Eska, Ginney Fowler, Neil Hauenstein, Bob Jones, Elisabeth Klughardt, Carolyn Meier, Marlene Preston, Phil Radtke, Bonnie Rosen, Esti Sheinberg, Karen Strickler (for Ron Daniel), and Cindy Wood
- Guests Present:** Susanna Rinehart, Ray Van Dyke, and Bonnie Alberts
- Members Absent:** Jeff Connor, Ron Daniel, Clare Dannenburg, Monique Dufour, David Ford, Leon Geyer, and Donna Cassell Ratcliffe

1. **CALL TO ORDER** – The meeting was called to order at 3:30 p.m. in the President’s Conference Room, 210H Burruss Hall, by Committee Chair Quinton Nottingham.
2. **APPROVAL OF AGENDA** – A motion was made and seconded to approve the March 28, 2007, Agenda. The motion carried.
3. **DISTRIBUTION OF APPROVED MINUTES FROM FEBRUARY 28, 2007**
4. **PROPOSAL REVIEW SUBCOMMITTEE**

A motion was made and seconded that the following proposal be submitted to the Proposal Review Subcommittee for First Reading:

- **GEOG 3254** – Geography of East Asia – New course for Area 7, effective summer 2007

5. REPORT FROM PLANNING AND DIRECTION SUBCOMMITTEE – Susanna Rinehart

Susanna Rinehart reported that the CLE Pilot Program has five (5) students and Ms. Rinehart’s initial meeting with the students was excellent. She stated that another invitation may be sent to students in the fall, but at present, she is pleased with the group.

6. UNFINISHED BUSINESS

- a. **ViEWS Update** – Chair Nottingham reported the following as it pertains to the submission of required ViEWS Plans from all university departments:
 - Six (6) departments have approved Plans but have not sent an electronic copy as requested
 - Eight (8) departments do not have approved Plans
 - Five (5) Plans are currently being reviewed by the Proposal Review Subcommittee

Cindy Wood suggested that departments be given assistance regarding the development of ViEWS Plans other than the examples that are posted on the VT website.

There is an April 30, 2007, deadline for departments to submit their ViEWS Plans.

- b. **UCCLE Resolution 2006-2007A to Change Membership (Tabled item from 2/28/07 UCCLE meeting)** – Chair Nottingham distributed the *Resolution to Update the Membership of the UCCLE (UCCLE Resolution 2006-2007A)* for the committee’s review. A copy of the Resolution is attached to these Minutes.

The updated Resolution includes the following **changes** to the current UCCLE membership:

- i. Four (4) Ex-Officio members as follows:
 - a. Provost & Vice President for Academic Affairs or designee
 - b. Associate Provost for Undergraduate Education
 - c. Assistant Provost for Liberal Education & University Studies
 - d. Director of Academic Assessment
- ii. One (1) representative selected by the Vice President for Student Affairs for a three (3) year term, eliminating the position as an ex-officio position.
- iii. One (1) AP Faculty Representative from the University Libraries for a three (3) year term.

After a short discussion, a motion was made and seconded to approve the *UCCLE Resolution 2006-2007A to Update the Membership of the UCCLE*. The motion carried.

7. NEW BUSINESS

- a. Area 2 AFST 1714 – SOC 2024 ‘Linkage’ – Chair Nottingham discussed the problems related to the Area 2 AFST 1714 – SOC 2024 linkage. Currently, AFST 1714 is a stand-alone course in the ‘core,’ but SOC 2024 is not a stand-alone course and is linked to AFST 1714. Dr. Nottingham spoke with Marvin Foushee, Associate Registrar, regarding the issue. Mr. Foushee indicated that the issue was discussed by the UCCC several years ago, but the committee did not make a change at that time. Susanna Rinehart suggested that the departments be contacted, and she offered to investigate the situation.
- b. The last meeting of the UCCLE for academic year 2006-07 will be on Wednesday, April 25, 2007, 3:30-4:30 p.m., 210H Burruss Hall (President’s Conference Room).

8. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 4:04 p.m. The motion carried.

Submitted by:

Bonnie Alberts
Recording Secretary for UCCLE

MINUTES
University Curriculum Committee for Liberal Education (UCCLE)
May 2, 2007 (April 25, 2007 Meeting Rescheduled)
2-3:00 p.m. – 122 Hillcrest Hall
UCUE Conference Room

Members Present: Quinton Nottingham, Ron Daniel, Clare Dannenburg, Monique Dufour, Joe Eska, Elisabeth Klughardt, Marlene Preston, Phil Radtke, and Esti Sheinberg

Guests Present: Susanna Rinehart, Ray Van Dyke, and Bonnie Alberts

Members Absent: Jeff Connor, Donna Dunay, David Ford, Ginney Fowler, Leon Geyer, Neil Hauenstein, Bob Jones, Carolyn Meier, Donna Cassell Ratcliffe, Bonnie Rosen, and Cindy Wood

1. CALL TO ORDER – The meeting was called to order at 2:00 p.m. in the UCUE conference room of 122 Hillcrest Hall, by Committee Chair Quinton Nottingham.

2. APPROVAL OF AGENDA – There were no additions or corrections to the May 2, 2007, Agenda.

3. DISTRIBUTION OF APPROVED MINUTES FROM MARCH 28, 2007

4. PROPOSAL REVIEW SUBCOMMITTEE

Marlene Preston recommended approval of the following course:

- **GEOG 3254 – Geography of East Asia** – New course for Area 7, effective Summer 2007

The GEOG 3254 Proposal, Geography of East Asia, New course for Area 7, effective summer 2007, was approved electronically, and includes clarification received from the department concerning questions the Proposal Review Subcommittee submitted to the department. The clarifications are stated below:

1. Class size and provisions for student interaction

Like Geography 1014: World Regions (that class that has about 600 persons per semester and is in both core 3 and 7), this class will be aimed at 300-500 students per section taught at least once per year (summer II this year to kick it off). John intends to model the in-class portion after his World Regions so he will involve students in discussion (he has an amazing ability to do that with large groups because he makes students feel very comfortable in his class). He will also have them participate in web-based on-line assignments such as East Asian current events scavenger hunts, readings and written assignments on those readings.

2. Use of writing assignments (which of course would vary according to class size)

As noted above, the class all participates in written assignments on current events by answering a 10-10 project. These projects involve reading English language newspapers from the East Asia region and answering 10 questions based integration of those readings. This aspect counts 10-20% of the grade. John also offers essay versions of the exams to those who prefer them over op-scan gradable versions. The choice is up to the students so some are likely to take this option.

3. Appropriateness of the class for non-majors (Prerequisites are recommended?)

The purpose of the class is to provide an introduction to East Asia. While it might be useful for students to have had World Regions prior to this class, the class will be designed to accommodate the students who are taking their first geography class. The geography department makes all of its regional offerings at the 3000 level to assure a bit more maturity in the students, not to assure prior knowledge of the regions.

Note -- While it is not required as part of the proposal, sometimes the committee gets a better understanding of a course if we can see the assignments and weights of those assignments.

One particular requirement of the class is that 15% of the grade is based on mandatory attendance at East Asian Cultural events. These might be through the university, the International Student association, or outside the university (Chinese New Year Celebration, Films etc.) This requirement assures that the students come in contact with students or other persons and from East Asia.

5. UNFINISHED BUSINESS

- a. **ViEWS Update** – Chair Nottingham reported the following as it pertains to the submission of required ViEWS Plans to the UCCLE from all university departments:

- Two (2) departments have approved Plans but have not sent an electronic copy as requested
- Seven (7) departments do not have approved Plans
- Seven (7) Plans are currently being reviewed or have been returned to their department for further clarification

For Plans not received, the committee agreed that Department Heads be contacted once again to encourage the submission of their ViEWS Plans, and the committee offer assistance to the department, if necessary.

- b. **Area 2 AFST 1714 – SOC 2024 ‘linkage’ Update** – Chair Nottingham reported that he contacted Marvin Foushee, Associate Registrar, concerning the linkage between SOC 2024 and AFST 1714 in the list of Area 2 courses, and directed him to remove SOC 2024 as an Area 2 course since SOC 2024 is not approved as a stand-alone Area 2 course. However, Susanna Rinehart felt the removal of SOC 2024 from the Area 2 listing may cause problems for the Sociology Department with respect to student enrollment and their plans for teaching the course during the summer sessions. Susanna felt the course should be reinstated in the Area 2 listing.

Ms. Rinehart had spoken with John Ryan, Chairman of the Department of Sociology, before the committee meeting concerning the linkage, and Dr. Ryan does not feel the two (2) courses should be linked, and that SOC 2024 could be a ‘stand alone’ course in Area 2.

After a long discussion, it was decided that Susanna Rinehart would contact John Ryan to request that a formal proposal be submitted to the UCCLE requesting SOC 2024 be listed as an Area 2 course. Upon receipt of the proposal, the Proposal Review Subcommittee will expedite approval so that the change would be effective for Summer 2007. Chair Nottingham stated he would contact Marvin Foushee and ask him to reinstate SOC 2024 under Area 2 and have an electronic vote of the entire committee recommending approval of SOC 2024 as an Area 2 course.

6. NEW BUSINESS - None

7. **ADJOURNMENT** - The meeting was adjourned at 2:25 p.m.

Submitted by:

Bonnie Alberts
Recording Secretary for UCCLE