

**BSLAS COORDINATING COMMITTEE**  
**February 22, 2021**  
**Meeting Notes**

Zoom meeting – 2:00 p.m.

Attending

Randy Prus	Lei Qian
Charles Matthews	Tara Hembrough
Maribeth Nottingham	Marlin Blankenship, ex officio
Carolyn Fridley, ex officio	

Not attending

Alicia Wallace  
 Rachel Callicoat

1. **Call to order.** The meeting was called to order at 2:06 p.m. by Randy Prus, BSLAS-CC Chair.
2. **Approval of minutes.** Charles Matthews made the motion to approve the minutes from November 19, 2020, seconded by Tara Hembrough. With corrections, the minutes were [approved](#) by acclamation.
3. **Program Review - Recommendations.**

Recommendation 1 involves marketing the program. Randy Prus agrees that marketing the Program - both externally and internally is necessary. He added that he agrees that the Coordinator needs help, perhaps more than just clerical in nature. Charles Matthews added that with self-study recommendations, the language needs to be very specific about what we would believe would improve the Program. Recommendations that are general tend to be ignored because it is not clear how the administration (or other entities) could help fulfil the recommendation. If the request is for a new employee, then that should be explicitly stated. If SE's Marketing Department is being asked to participate, then that should be included. Carolyn Fridley explained that Recommendation 1 was intended as justification for Recommendation 2 in that marketing the Program requires more time than she (as Program Coordinator) currently has available. She questions the Marketing Department's familiarity with the Program and believes they would benefit from information about the BSLAS and how it would benefit a segment of our student population.

Recommendation 2 explains that if the Coordinator had time, marketing could be possible. Recommendation 2 is a specific ask for help and offers two possibilities: a new hire or to share an advisor from the Academic Advising & Outreach Center with BSLAS. Charles Matthews suggested to ask for more than we expect, rather than asking for the minimum. Randy Prus agrees, and said he was thinking of a faculty member, not necessarily in EHL, but a faculty member with either a 3 or 6 hour reassign time and Carolyn with a 6 hour reassign time. He explained that there are some departments that employ a number of adjuncts who could become an instructor or for a current faculty member to become a Coordinator. Charles Matthews said that SE has graduate advisors who are effective advisors but are not faculty and were hired because of the need in the expanding graduate program. Similarly, since the BSLAS Program is sizable, it may be beneficial to hire someone full time so the Coordinator could focus on strengthening the Program. He reiterated that this section needs to be more specific, and to ask for more than is expected. Carolyn Fridley added that all three recommendations address the need for time.

Recommendation 3 addresses internal marketing (student retention). Carolyn Fridley said that with help, she would be able to meet with faculty advisors to provide them with information about the BSLAS that could be helpful in advising students who have fallen behind in their major. Some faculty advisors do not know about the BSLAS, and its potential for students who consider dropping out. She reiterated that all three recommendations are about the time that is needed to recruit and retain. Charles Matthews said that external reviewers will look at the self-study recommendations, will agree or disagree, and will make recommendations of their own. Then the administration will respond in some way, which may be a compromise. Randy Prus added that the step preceding administrative review is the [Organized Research & Program Review Committee](#) (ORPRC). Charles Matthews said that the ORPRC are the *general* external reviewers who provide faculty oversight in the process and in looking at the broad picture, make recommendations to the *specific* external reviewers. Carolyn Fridley asked if justification for the recommendations is needed. Charles Matthews said that justification is

necessary, but the recommendations represent about 90% of the importance of the report. Therefore 'the ask' needs to be explicitly stated so it can be addressed by the reviewers and administration *specifically*.

Procedurally, Carolyn Fridley asked if the recommendations should be sent as a stand-alone document to the Committee. Randy Prus replied that it should and be approved by the Committee via e-mail. Charles Matthews added that once that section is approved, the Program Review, in its entirety, is to be sent to the Committee for final approval.

**4. Program Review - Action since last Committee meeting (11-19-2020).**

Group 7 has been included in the report. Despite having no data for Group 7, Randy Prus thought it important to include because it indicates that the program is changing. Carolyn Fridley added that the inclusion of Group 7 brings the Program Review up-to-date. Charles Matthews asked when the report should be submitted. Randy Prus reported that he contacted Brad Ludrick (Associate V. P. for Tribal Relations & Academic Affairs) on December 2, 2020 and was told to submit the Program Review in the spring (2021). Randy Prus will contact Brad Ludrick to inquire about who contacts the external reviewers, whether he is to do so or if Brad Ludrick makes the inquiry. Randy Prus reported that in the fall (2020) he had contacted three people and received a reply from one.

Carolyn Fridley reported that after (another) review of the Program Review guide, the Review should not be more than 20 pages (excluding appendix), so she included the charts in text, and hyperlinked comparable programs at our sister institutions to reduce the length of the appendix. She also reported that language has been added to clarify that participation in the Capstone course (LAS 4991) addresses any misunderstandings and/or lack of understanding students may have about the BSLAS degree.

Carolyn Fridley raised two questions about updating university documents to include the addition of Group 7: (1) academic catalog, and (2) major clearance letter. Randy Prus will contact Jennifer Swearingen (Institutional Research & Records) to update the catalog, and Rachel Toews (Registrar) to update the major clearance letter.

The Committee reviewed the academic catalog, noting that the BSLAS is located in English Humanities & Languages. Marlin Blankenship observed that there is no BSLAS degree plan included in the catalog, and that students commonly look at degree plans rather than the narrative explaining the degrees. Charles Matthews agreed that the degree plan needs to be included as a stand-alone document.

**5. Adjourn.** The meeting was adjourned at 3:05 p.m.

Respectfully submitted by Carolyn Fridley