

BSLAS COORDINATING COMMITTEE**November 9, 2018****Meeting Notes** – (Approved at the February 18, 2019 meeting)

Morrison Hall 304

1:00 p.m.

Attending

Randy Prus, Chair

Lei Qian

John Mischo

Tim Sneed (via ZOOM)

Charles Matthews

Carolyn Fridley, ex officio

Susan Hodson, ex officio

Not attending

Tristan Eggener

Maribeth Nottingham

1. Call to order. The meeting was called to order at 1:05 p.m. by Randy Prus.
2. Approval of minutes. Tim Sneed made the motion to approve the minutes from October 12, 2018, seconded by Charles Matthews. The motion passed: five (5) in favor, no abstentions, none opposed. Motion carried.
3. Mike Davis (Director of Compliance & Safety/Title IV Coordinator) had been invited and was scheduled to meet with the committee to address the hiring-selection committee process. Mr. Davis was unable to attend and sent a narrated PowerPoint presentation on the procedures involved in hiring-selection committee process, which the committee watched.
4. The committee discussed the formation of a selection committee for the Coordinator's position.
 - Charles Matthews asked how many members would serve on the committee, to which Randy Prus replied three or five. Charles Matthews made the motion to name five BSLAS Coordinating Committee (voting) members. John Mischo asked how the members would be chosen, and the suggestion was made to solicit volunteers. John Mischo seconded the motion. The motion passed: five (5) in favor, no abstentions, none opposed. Motion carried.
 - John Mischo, Charles Matthews, Lei Qian, Tim Sneed and Randy Prus volunteered to serve on the selection committee for the Coordinator's position. The selection committee is in place.
 - Randy Prus will circulate the job description for the Coordinator's position and will begin to develop a rubric.
 - Charles Matthews asked (VPAA) Bryon Clark when advertising may begin, and there has been no response. Charles Matthews reported that he has not received information from Human Resources about where this position will be advertised.
 - Randy Prus stated that this position has not yet been officially approved in the budget request. Charles Matthews said that he believes the position will be approved.
5. Charles Matthews shared enrollment numbers in Math in the Liberal Arts (MATH 1303) for Fall, 2018 (on the carousel, 7-week accelerated online format): 1303.W1: 4/23, 1303.W2: 0/21, 1303.W3: 0/21. The question was raised: are there numbers to support these courses?

6. Coordinator's Report (Carolyn Fridley):

- Progress towards developing an Assessment Report
 - Requested and received general education outcome assessment reports from Brett Elliott
 - Requested information from Kristie Luke on LAS graduates for the past 10 years
 - Prepared an Executive Program Summary
 - Captured data from the Academic Affairs website on the results of the ACT-CAAP administered in Fall, 2017, and the ETS Proficiency Profile in 2018
 - Voiced uncertainty as to how to proceed without data from the Capstone course (LAS 4991) that will not be launched until Spring, 2019
- Charles Matthews suggested that what is needed is an Assessment *Plan* rather than a Report.

7. Adjourn. Charles Matthews motioned to adjourn, seconded by Lei Qian. Motion passed unanimously. Meeting adjourned at 2:18 p.m.

Respectfully submitted by Carolyn Fridley