

BSLAS COORDINATING COMMITTEE

January 25, 2022

Meeting Notes

Zoom meeting – 2:00 p.m.

Attending

Randy Prus	Lei Qian
Charles Matthews	Amy Gantt
Jennifer Lodine-Chaffey	David Monk
Susan Hodson, ex officio	Carolyn Fridley, ex officio

Not attending

Maribeth Nottingham
Kathleen Hardgrove

1. **Call to order.** The meeting was called to order at 2:00 p.m. by Randy Prus, BSLAS-CC Chair.
2. **Approval of minutes.** Jennifer Lodine-Chaffey motioned to approve the minutes from [October 29, 2021](#), seconded by Amy Gantt. Without discussion, the minutes were approved by acclamation.
3. **External reviewer (Program Review).** Randy Prus reported that the Committee’s recommendation of James Bell as the external reviewer was forwarded to Academic Affairs and that Bryanna Allsbury (Administrative Associate) sent a packet of information to Dr. Bell. **Discussion:** Carolyn Fridley asked if there is a required number of external reviewers. Charles Matthews and Randy Prus noted that at one time there was a team approach, but that has not been the case for some time, and that there will probably be no team (and no campus visit, replaced by Zoom). Academic Affairs will not likely object to one external reviewer. Charles Matthews added that until the external reviewer is finalized, this time will give the Committee an opportunity to think through the Program to be prepared to answer questions of the reviewer. Jennifer Lodine-Chaffey asked if the Committee meets with the reviewer to discuss suggestions. Charles Matthews speculated that we would meet as a group with the reviewer at the beginning of the process to explain the Program and to establish procedure. Once the report is written, the Committee will have the opportunity to provide input (e.g. ask questions, suggest revisions). Randy Prus agreed and said that technically the report goes to the [Institutional Assessment Committee](#) that also provides feedback.
4. **Coordinator’s Report.** Carolyn Fridley reported on these items:
 - **Follow-up on discussion of program learning outcomes from 10-29-21 meeting.** In question were the first two that apply to general education courses (1. Demonstrate a general knowledge and appreciation of the achievements of the sciences and humanities. 2. Show competence in the cognitive analysis of information including the identification of elements, analysis of relationships, and recognition of organizing principles.) that are assessed by the ETS Proficiency Profile. In an attempt to identify learning outcomes that are more relevant to the Program and can be assessed within the Capstone course (LAS 4991), Carolyn Fridley offered several options from other, similar programs, noting one in particular, “Identify and explain connections between the social sciences, natural sciences, mathematics, and English.” **Discussion:** Randy Prus and Charles Matthews agreed that ‘connections’ is a relevant component, and if this can be assessed, it could be a useful outcome - with revision. Randy Prus suggested that “English” might more specifically refer to speech and writing. Carolyn Fridley noted the omission of the Arts, which would also need to be included, and agreed to make revisions of this learning outcome and present to the Committee at the next meeting. Jennifer Lodine-Chaffey agreed that this would be acceptable as long as it reflects the Arts and Humanities and asked if it would replace the first (current) outcome. Carolyn Fridley added that it would and asked if there is a standard number of program learning outcomes. Charles Matthews said that the outcomes should accurately reflect the Program, regardless of the number. He added that the assessment instrument does not necessarily need to be the Capstone Project and could come from another assignment used in the course.
 - **Learning outcomes on [SE website](#).** There are two learning outcomes posted that do not accurately reflect what the Program does so once the learning outcomes are revised, they will be submitted to the webmaster.
 - **Native American Institute Newsletter.** The LAS program was featured in the [November 2021 issue](#) of the Native American Institute Newsletter and Carolyn Fridley e-mailed Lauren Rowland (Director, Native American Institute)

and Marlin Blankenship (Executive Director, Center for Student Success) to express appreciation for highlighting the Program.

- **Capstone (LAS 4991) course description.** A Safety major enrolled in the LAS Capstone course which gave rise to a question about whether the language in the Academic Catalog needs to be revised to include that LAS 4991 is for LAS majors (similar language exists for other majors). Following discussion the Committee decided not to revise the description of the course in the Academic Catalog.
- **Academic Partnerships (AP).** Jeremy Blackwood (Dean of Graduate School) asked for feedback on an article about the BSLAS written by AP. Carolyn Fridley found the article to be lacking and would provide copious feedback to ensure that the article accurately represents SE's LAS program. Charles Matthews added that approval is needed to publish information about SE's programs.

5. **Program Review.** A remaining question is the financial data and whether the budget data should focus solely on Carolyn Fridley (Coordinator) or the English, Humanities & Languages (EHL) since LAS is housed in EHL. Charles Matthews recommended that the focus should be on the Coordinator's position rather than include information that is external to the Program. Randy Prus agreed. Carolyn Fridley asked if the EHL budget is required. Charles Matthews said that if EHL budget tables are required that they can include disclaimers, noting that the EHL budget only applicable in specific areas. Randy Prus said that Meg Cotter-Lynch (English Professor) is working on budget information for the English Program Review and once that is completed he will forward that information to Carolyn Fridley.

6. **Program learning outcomes.** Carolyn Fridley will prepare an additional learning outcome to be sent to the Committee (with the attendant assessment) for their consideration - in advance of the next meeting.

7. **Adjourn.** Jennifer Lodine-Chaffey motioned to adjourn, without a second, and the meeting was adjourned at 2:32 pm.

Respectfully submitted by Carolyn Fridley