

## BSLAS COORDINATING COMMITTEE

October 10, 2022

### Meeting Notes

Zoom meeting – 8:00 a.m.

#### Attending

Charles Matthews	Maribeth Nottingham
Kathleen Hardgrove	Amy Gantt
Nirmala Soundararajan	Susan Hodson, ex officio
Carolyn Fridley, ex officio	

#### Not attending

Rachel Callicoa
Wilma Shires
Rolando Diaz

1. **Call to order.** The meeting was called to order at 8:04 a.m. by Carolyn Fridley, BSLAS Coordinator.
2. **Election of Committee Chair for AY 2022-2023.**  
Amy Gantt nominated Charles Matthews as Committee Chair, which was seconded by Nirmala Soundararajan, and was accepted by Charles Matthews. Charles Matthews was unanimously elected as Committee Chair for AY 2022-2023.
3. **Approval of minutes.** Amy Gantt motioned to approve the minutes from March 1, 2022, seconded by Charles Matthews. Without discussion, the minutes were approved by acclamation.
4. **Coordinator's Report** (Carolyn Fridley).
  - **Modification of BSLAS-CC Membership.**
    - At the February 22, 2021 meeting, the Committee voted to modify the composition of the Committee to include the addition of a faculty representative for Group VII (Tribal Organizational Leadership). As of this date, the university's website (Faculty Senate, University Committees) has not been updated.
    - Requested Committee's consideration to modify the composition of the Committee to designate the Chair of English, Humanities & Languages (EHL) as a standing member of the BSLAS-CC. **Rationale:** Since the Committee's inception its composition has included two members from EHL because the degree is housed in EHL. Now that the program has written its first Program Review and Program Outcomes Assessment Report (POAR) it has become clear that having the Chair of EHL as a Committee member is vital to accessing departmental information, e.g., the departmental budget, to complete these required assessments. Given that the Chair of EHL is not currently named in the membership, Carolyn Fridley asks the Committee to consider modifying its membership statement to include the Chair of EHL as a standing member of the BSLAS-CC.
 

**Discussion:** The Committee reviewed the current language of the Committee's membership. Kathleen Hardgrove asked what the language would become and if the Chair of EHL could decline membership. Maribeth Nottingham asked if this would be a voting member. To address the possibility that the Chair of EHL would decline membership, Charles Matthews suggested that the language could read, Chair of EHL *or designee*, as it currently does with the Director of the Academic Advising & Outreach Center. He added that the Committee needs to decide whether this member would be a voting or an ex-officio member. Kathleen Hardgrove said that she does not know why this member would not be a voting member because EHL has a vested interest in this Program since it is housed in that department. Charles Matthews thinks a voting member is necessary to increase the likelihood of achieving quorum. Kathleen Hargrove motioned to amend the membership to specifically include, as a voting member, the Chair of EHL or designee. Amy Gantt seconded the motion. Charles Matthews proposed this language to modify the membership: "The Chair of the department of English, Humanities & Languages, or their designee, will serve as a voting member." Kathleen Hardgrove made a motion, seconded by Amy Gantt, to approve the amendment of the membership statement to include this sentence. The motion passed unanimously.
  - **Status of Program Review.** Carolyn Fridley offered a brief overview of the status of the Program Review.

- 5-27-22 received permission from VPAA Teresa Golden to contact Dr. Bell. Academic Affairs is in receipt of the requisite paperwork so the Committee may now proceed. (Dr. James Bell is the VPAA/Dean of Faculty at Northwestern Oklahoma State University and is serving as the external reviewer for the BSLAS Program Review.)
- 6-6-22 received budget information from English, Humanities & Languages which was added to the Program Review
- 6-7-22 sent Program Review to Dr. Bell (copied VPAA Golden, Rolando Diaz). VPAA Golden provided this timeline:
  - VPAA Golden reports results of Program Review to OSRHE in December
  - external reviewer should submit completed feedback and recommendations to SE between July and early October for the on-campus review of the recommendations (with the respective department and the Organized Research Committee) prior to VPAA Golden's update to OSRHE
  - If the external reviewer believes that early October is not possible then VPAA Golden would need to be notified so she can request an extension from OSRHE. (OSRHE tracks Program Reviews and inhibits the ability to make program modifications if the appropriate review is not completed by the deadline that has been communicated to them.)
- 6-7-22 Dr. Bell anticipated having feedback to SE by the end of September
- Since it is now October 10, and feedback has not been received, Carolyn Fridley suggested that she e-mail Dr. Bell requesting information on the status of his review.

**Discussion:** Charles Matthews noted that the Committee nodded in agreement that Carolyn Fridley should proceed by e-mailing Dr. Bell requesting information on the status of his review. Carolyn Fridley will do so.

- **2022 Program Outcomes Assessment Report (POAR).**

- Writing the 2022 POAR has begun, and Carolyn Fridley suggests submitting a draft of the POAR to the Committee in its entirety, rather than section-by-section as was done with the 2021 POAR.

**Discussion:** Charles Matthews agreed that it would be best to provide the Committee with a draft of the POAR in its entirety. The Committee reviewed its charge (function statement). Carolyn Fridley added that she would be using 'balloon' comments on the draft to indicate the origin of the information so the Committee would have complete information as they reviewed the draft.

5. **Additional items.** Charles Matthews asked if there were any additional points of consideration. Hearing none, he asked for a motion to adjourn.

6. **Adjourn.** Amy Gantt motioned to adjourn, without a second, and the meeting was adjourned at 8:29 am.

Respectfully submitted by Carolyn Fridley