Members Present: Chuck Booth, Ann Higginbotham, Richard Jones-Bamman, Nanette Tummers, Carol Williams, Bob Wolf, Sandy Brooks, David Belles, Delar Singh

1. Chair position – Chuck Booth volunteered to serve as chair, assisted by committee members who volunteered for various duties (see attached “chair duties” document). Chuck will find out about the 3 FLCs assigned to the committee and how they might be distributed.

2. Review of minutes of 10 December 2007
Minutes of the LAPC meeting of 10 December 2007 were reviewed and accepted as presented (Higgenbotham; Wolf) with 2 abstentions.

3. Announcements, Reports and Correspondence
   - Senate Executive Committee – meets next week
   - Curriculum Committee – Bob will notify Cheryl LeBeau whenever LAC courses get approved in Curriculum Committee to facilitate LAC procedures.
   - Academic Affairs – meets next week
   - First Year Program Committee – Committee met recently to discuss Colloquia. Sections filled well this spring, with 3 credit courses somewhat more popular than 4 credit courses. A few Colloquia will be needed for fall, and possibly 2 for the summer (4 credit Colloquia in the summer may be a problem since students pay per credit.) A need for 30 clusters is projected for fall 2008; 9 clusters and 9 single classes are ready so far. Fall 2009 will see full implementation of the First Year Program for an estimated 1,000 students, requiring about 40 clusters. A Step-Cap cluster was tried this past fall – it will not be continued.
   - Implementation Team – Richard will check with Maggie regarding the next meeting.
   - Technology Task Force – Chuck met with Alex Citturs and others. The University hopes to offer workshops for students needing remediation in technology areas identified in the test. Online tutorials, already available commercially, will also be offered, probably in Webb 410; student assistants in the lab may need training to assist with tutorials. Streamlining the testing and remediation process is being considered for the future.
   - Other – The Information Literacy working group is sponsoring workshops with Dr. Megan Oakleaf on 2/4 and 2/5. The Association of American Colleges and Universities is holding a program on general education in MN in March (Chuck has a flyer); committee members interested in attending could ask the Administration if funding is available.

Old Business

4. LAC policies – These have already been approved by the committee. Ann will bring them to the Senate Executive Board meeting on 1/29; any corrections or changes should be sent to Chuck ASAP.

5. LAC implementation
   - Modern Language Proposal – Richard, as LAPC rep, attended a meeting called by the MCL Dept. to discuss their proposal regarding language requirements at ECSU. The proposal had been sent to the Academic Affairs Committee previously, who did not to act on it as presented. Some pieces of the proposal might fall under the purview of the LAPC; nothing official has been submitted to the LAPC at this time.
   - LAC Projections and implementation spring 2008 – Nanette will check on whether there are sufficient sections of HPE 104 for the LAC and HPE 101 for the GER – so
far, it appears not to be a problem. Carol mentioned there are 275 full-time students without a full-time course load.

- Fall 2008 course planning – the committee needs more data. There is likely a need for more Tier II courses, especially in Applied Information Technology.
- Assessment and AACU conference (see announcements) – a chart showing the beginnings of assessment for the LAC was distributed. Nanette and Delar will follow up with Maggie and the chair of the ECSU assessment committee.
- Articulation agreements – Maggie had previously met with the community colleges regarding the articulation agreements and how their courses could mesh with the LAC; they are currently revising their curriculums regarding general education. ECSU will need a chart showing how community college courses fulfill ECSU and LAC requirements – Nanette and Carol can assist with this. Carol also mentioned that catalog copy advising ECSU Associate degree students on what they need to take in the LAC is needed; Carol and Ann will work up proposed language to bring to the committee.

6. Course Approvals

- Full approval ENG 125 and ENG 226 – Chuck will check on the status of these courses.
- Submitted course proposals – ANT 337 and BIO 200 will be considered at the next meeting.
- Applications for major substitutions - four BIO courses (115, 125, 221, and 234) were temporarily approved for one year to act as substitutions for Tier I and Tier II LAC courses in natural sciences (Higgenbotham; Jones-Bamman). Permanent substitutions in BIO will be considered at the next meeting. Ann will ask the registrar how we should best communicate substitution decisions to that office.
- On 1/10/08 an email vote was taken and approval was granted to MUS 227 to be added to GER category IIB. David will get Form C to Chuck to sign, and then pass to the Curriculum Committee for approval.

New Business

7. Administration of the LAC – Maggie’s departure leaves an open seat for a member of the Social Sciences on the committee. Ann will inform Senate that an election should be held to fill out the rest of Maggie’s term (through spring 2009). Meetings for this semester will continue as Fridays from 9-10:45 a.m.; the possibility of meetings bi-weekly, if appropriate, was discussed.

8. Articulation with Community Colleges – discussed earlier

9. Other new business – A workshop by Joel Rosiene with suggestions for how to create an Applied Information Technology course may be desirable. More information to departments about possible Tier III courses is also in order – Ann will talk to the chair of the Dept. Chairs group to see if this could be discussed at a future meeting. Delar mentioned that Education is considering having a portfolio done following student teaching as a capstone/Tier III requirement for education students. It was also noted that Tier III courses can be writing intensive.

Minutes respectfully submitted,

Sandy Brooks

Next meeting: Friday 2/1/08, 9-10:45 a.m. in Webb Hall 263