Liberal Arts Program Committee
Meeting Minutes

August 26th, 2015

Present: Tao Chen, Julia DeLapp, Sukeshini Grandhi, Margaret Letterman, Meredith Metcalf, and David Vrooman.
Guests: none

1. Introductions and Updates
   a. In need of a member from the Curriculum Committee to serve on LAPC. LAPC Coordinator will communicate with Chair of Curriculum Committee.
   b. Julia DeLapp voted as Secretary.
   c. Sukeshini Grandhi and Meredith Metcalf voted as LAPC Co-Chairs.
   d. LAPC will meet biweekly on Wednesdays at 2:30 – 3:30 pm during the Fall semester.
   e. All packets submitted to LAPC must be in by noon on the Friday before the LAPC meetings in order to be included on the agenda.

2. LAPC Minutes from April 14th, 2015 were approved.

3. Discussion Items
   a. External Reviewers Report and LAPC Coordinator Duties.
   b. Creation of a manual on “How to Complete Application for LAPC” and the review process. This will assist new members on the LAPC as well as faculty submitting applications. LAPC will provide examples for faculty to follow for this purpose.
   c. LAPC will define course substitutions and course re-use. Once this language is established, Department Chairs will be contacted to ensure each department has done this correctly.
   d. How to conduct a regular review of existing courses within the LAC.
   i. A random evaluation of existing course syllabi will begin this Fall semester.
   ii. An email will be distributed to faculty stating that for courses within the LAC, the LAPC Committee requires course syllabi to align with the LAC objectives and the assessment of these objectives/outcomes must be indicated.
   e. Offering instructions or a workshop to new faculty on how to advise students with respect to the LAC and how to create a course for the LAC (Sukeshini will contact the coordinator to see if there is a possibility to attend an orientation on advising).
   f. Foreign language issue addressed in LAC Review.
   g. How to address ethics and technology skills in the LAC.

4. Meeting Adjourned – next meeting will be September 9th, 2015 (Room TBA).