Liberal Arts Program Committee  September 26th, 2014
Meeting Minutes

Present: Theresa Bouley, Kin Chan, Carolyn Coates, Julia DeLapp, Sukeshini Grandhi, Margaret Letterman, and Meredith Metcalf
Guests: Cheryl LeBeau

1. Discussion of LAPC Policies and Process for Applications
   a. Two hard copies and one soft copy will be required for all applications.
   b. Applications, minutes, agendas, and links to webpage will be available on Sharepoint.

2. LAPC Minutes from September 12th, 2014 were approved.

3. LAPC Minutes from April 28th, 2014 were approved.

4. LAPC Meetings Fall 2014: every other Friday, 2:00 pm.

5. ENG 499
   a. As indicated in the LAPC minutes from March 10th, 2014, ENG 499 Proposal was Approved by the LAPC as a Tier III LAC (Independent Inquiry) and will be submitted to the Curriculum Committee.

6. Student/Department Request/Inquiry for WST 260
   a. WST requests for WST 260 to fulfill Tier I Category Literature and Thought.
   b. This is not the decision of the LAPC unless it is denied by the Director of Advising.

7. ENG 218
   a. ENG 218 Proposal Was Approved by the LAPC as a Tier II LAC (Cultural Perspective) and will be submitted to the Curriculum Committee.

8. Alterations to Rubric LAPC Application and Course Action Template
   a. Outcomes of the LAPC Review indicate that course syllabi do not identify objectives/outcomes of the LAC Tier, discussion topics, and assignments to demonstrate objectives/outcomes have been assessed/achieved. Therefore, alterations will be made to the LAPC rubric.
   b. Course Action Template will be altered to be more complete and easier to understand.

9. ENG 252
   a. ENG 252 Proposal Was Not Approved by the LAPC as a Tier II LAC (Cultural Perspective). The application needs to highlight the LAC Learning Objectives for the Tier II LAC and identify the assessment of these objectives/outcomes in the course syllabus. Additionally, the materials provided in the syllabus do not reflect the outcomes stated in the rubric. For example, the syllabus indicates that students are required to give a “presentation” as a discussion leader; however, this performance does not reflect the ability to “effectively communicate ideas visually” which has an emphasis ranking of 2 (important). Furthermore, this outcomes appears to be absent entirely in the on-line version of this course. Inconsistencies need to be addressed.

10. Meeting Adjourned – next meeting is scheduled for October 10th, 2014 at 2:00 pm (Room: TBA).