Minutes
LAW Committee Meeting
Monday, February 14, 2011

Attendees:
Olugbenga Ayeni, Nancy DeCrescenzo, Kathleen Fabian, Lisa Fraustino, Shelly Gimenez, Anita Lee, Terry Lennox, Fred Loxsom, Anna Sweeney

Review of Minutes for 1/31/2011
Corrections: Spelling of Fred Loxsom, Nancy DeCrescenzo, and Terry Lennox.
Nancy DeCrescenzo moved to approve the 1/31/2011 minutes. Terry Lennox seconded. Minutes were approved unanimously by voting members.

LAW Committee Student Member
Lisa de la Rosa was elected by the Student Government Association to serve this semester on the LAW Committee.

LAW Conference
Fred Loxsom reported that he had spoken informally with Dean Carmen Cid on the impact of the proposed LAW Conference on the Arts & Sciences Research Conference and Exhibition. Carmen Cid responded that the LAW Conference could replace the A&S Conference.

LAW Newsletter
Discussion took place about implementing the LAW newsletter. Nancy DeCrescenzo proposed nominating a student intern. Olugbenga Ayeni stated that it is appropriate that a Communication student be nominated for the internship. Kathleen Fabian stated that an exception could be made in order to start the newsletter internship this semester.

Action item: Nancy DeCrescenzo will draft a job description.

LAW Administrator
There will not be funding for a LAW administrator this semester, as reported to Fred Loxsom by Rhona Free.

Lauren Rosenberg’s Application: ENG 462-2
Review continued of Lauren Rosenberg’s application of ENG 462-2 for LAW designation. Lisa Fraustino presented the remaining learning goals on the application.
Lauren Rosenberg’s ENG 462-2 course will involve individual student projects in community adult literacy studies. The projects will be based on each student’s detailed proposal developed in ENG 461-2.
Discussion took place about issues of confidentiality and publication in community research and creative projects. Terry Lennox suggested vetting the informed consent form used for community projects. Signatories were discussed. It was suggested that LAW could use University Relations’ release form. Shelley Gimenez suggested that Psychology (or other departments) could supply a boilerplate form covering ethical issues in research. Terry Lennox suggested attaching an informed consent form to the application.

*Action item:* Fred Loxsom will ask Lauren Rosenberg for more information on the informed consent form and ethical principles of qualitative research referenced in her application.

Fred Loxsom moved (motion detailed by Kathleen Fabian) to approve this section of this particular seminar as taught by this particular instructor for LAW. Lauren Rosenberg’s application was approved unanimously by voting members. Shelly Gimenez added her support of the application.

**LAW Data on Student Transcript**

Kathleen Fabian distributed copies of a draft student transcript showing how the LAW data element will display when a student receives a passing grade for a LAW-designated course. Kathleen Fabian clarified that the LAW requirement is not a grade of C or higher; she noted that some departments have more stringent grade requirements.

Fred Loxsom discussed the need to generate ongoing reports of LAW data.

*Action items:* Kathleen Fabian will (a) work with ITS to set up automatic updates of LAW data (Shelley Gimenez suggested selecting data points of 4 times per year), and (b) remove the “s” from Liberal Arts Works!

Discussion took place on removing the exclamation point from Liberal Arts Work!

Discussion took place on the wording of the transcript heading “Event.”

Unanimous approval of the draft student transcript was given; Fred Loxsom requested more reflection on the word “Event.”

**Student Focus Groups**

Fred Loxsom reported on Nancy Salter’s “Proposal for Student Focus Group Discussions of the Liberal Arts Work Requirement.” Nancy Salter’s proposal included suggested roles and responsibilities for the LAW Committee, as well as questions for students regarding implementation of the Liberal Arts Work requirement. Lee Cuba, Professor of Sociology, Wellesley College, provided a response to her proposal. Nancy Salter asked the LAW Committee to handle implementation of the focus groups.

Discussion took place about when to schedule student focus groups. The general consensus was to begin getting student input soon. Nancy DeCrescenzo noted the importance of including input from minority students.

Minutes recorded by Terry Lennox