

Minutes
Undergraduate Studies Committee Meeting, 15 November, 2005

Members present: Craig Bertolet (chair), Chris Forhan, Julie Heinz, Mark Silverstein, Isabelle Thompson, Don Wehrs

Announcements: Craig Bertolet announces that two new majors have signed up at the end of this fall semester. Don suggests that two upper-division classes be offered in order to prevent the event of honors students not being able to take a sufficient number honors classes because there are too few offered. Craig suggests that two current classes be identified as honors courses to fill the need without having to establish new classes on a permanent basis. It is decided that this will be discussed further in the first spring meeting of the Undergraduate Studies Committee.

- Minutes of the November 9, 2005 Undergraduate Studies Committee meeting are accepted.
- The Chair presents his proposal for the assessment portfolio.
 - Linguistics and Rhetoric are moving toward an essay-type exam for evaluative purposes rather than an objective test. The Chair introduces a change into his proposal to use the words “final project” rather than essay exam in order to allow for a broader range of exam possibilities across the department, particularly for Rhetoric and TPC students
 - Chris Forhan suggests adding a clause that the assignment sheets should be included with the portfolio. This change is agreed upon by the committee.
 - Isabelle Thompson suggests a cover letter written by the student that includes a self assessment of their work. The committee ultimately decided against including a cover letter.
 - Isabelle Thompson suggests that the proposal require clean drafts of the papers turned in so that there are no teacher comments or other markings on the paper. This is agreed upon by the committee.
 - Cedrick May suggests that advisors for each English major should keep the portfolios in a file for each individual student for record-keeping purposes. This would allow for better tracking of student progress and make it possible to scan materials to keep as electronic records. This change is agreed upon by the committee.
 - A motion to accept the assessment portfolio proposal with amendments is made. The motion passes unanimously.
- On the topic of assessment, Mark Silverstein suggests that the actual findings of the Undergraduate Studies Committee be directed toward making recommendations for how to fix problems identified by the committee.
 - The types of recommendations that the committee should make are discussed. The committee recognizes that all recommendations are made in an advisory capacity for the English Department.
- Other business: None
- The undergraduate Studies Committee adjourns at 2:58

Reported by Cedrick May