

ACE Team Meeting
Meeting Notes
March 26, 2008
7:30-9:00 a.m.
Mable Lee Hall



Attendees: **IACE MEMBERS** Kathy Ankerson, John Ballard, Frauke Hachtmann, Tiffany Heng-Moss (by telephone), Peter Lefferts, Greg Snow, Linda Young; **COURSE FACILITATORS** Lloyd Bell, Trudy Burge, Tony Bushard, Donna Dudney, Betsy Gabb, Dan Leger, John Osterman, Michael Riley, Ann Tschetter; **ALSO** Jessica Jonson, Rita Kean, Nancy Mitchell

Unable to Attend: Larry Walklin

Nancy Mitchell called the meeting to order at 9:00 a.m.

1. Welcome and Introductions
 - Brief introductions were made by all attendees
 - N. Mitchell thanked the College of Education & Human Sciences for hosting the meeting: Thanks to Dean Marjorie Kostelnik, Linda Young, and Phyllis Fogerty from the Dean's office
2. Distribution of Books/Schedules
 - 4 monographs on subjects related to general education were provided to each team member by the Office of the Dean of Undergraduate Studies
 - **Change to schedule:** next week's meeting (April 2) will be in **room 333** in Andersen Hall instead of room 120 in order to utilize computers for a discussion of the ACE course submission process.
3. IACE & Facilitators Expectations
 - Flow-chart (ACE path for approval)
 - J. Ballard recommended that there be two charts, one for new courses and one for existing courses (follow-up K. Dick)
 - K. Ankerson recommended that course facilitators be added to the path (follow-up K. Dick)
 - N. Mitchell or K. Dick will send e-mail to IACE members to confirm and/or discover dept. (unit, program, etc.) heads/chairs, their emails, and college curriculum representatives
 - The revised charts will be posted on the ACE website (follow-up K. Dick)
 - It was decided that updates on ACE Team progress should be sent to department chairs weekly (follow-up N. Mitchell)

- There will be further discussion on whether to add meeting times for course facilitators where the subject of motivating faculty will be addressed. (follow-up N. Mitchell and Course Facilitators)
 - Roles & Responsibilities of IACE & Course Facilitators
 - K. Ankerson suggested that department chairs may be aware of courses they “intend to propose” – She requested that departments or units provide this information to the ACE Team. (follow-up N. Mitchell)
 - It was recommended that faculty be shown examples of what IACE is looking for in proposals.
 - Electronic files (PDFs) of examples of passable/certifiable course proposals should be sent to K. Dick to be uploaded to ACE website (follow-up IACE and K. Dick)
 - J. Ballard commented that many courses will be needed in order to get students through the system
 - Transfer issue – R. Kean will be meeting with area colleges to address this subject as it relates to general education requirements
 - N. Mitchell suggested that “co-curricular equivalencies” need to be defined (follow-up ACE Team)
4. Assignment & Criteria for Certifying Courses
- N. Mitchell provided a handout on criteria and reiterated that the purpose of the program is to enhance students’ learning
 - D. Dudney brought up the subject of frequency (how often a class is offered) and its influence on ACE certification (follow-up ACE Team)
5. Small Group Discussions
- Each team member brought to the table an example of a course proposal that might be submitted to IACE for certification. Four small groups broke away to discuss these proposals.
 - Group 1: Heng-Moss, Snow, Bell, Leger, Osterman, Mitchell
 - Group 2: Ankerson, Ballard, Gabb, Riley
 - Group 3: [Fuess], Young, Dudney, [Moeller]
 - Group 4: Lefferts, Hachtmann, Bushard, Burge, Jonson, Tschetter
6. Report from Small Groups
- Questions were raised about how much information (or description) about the course was necessary in a proposal? Are bullet points enough or should there be a narrative?

- The intent of the proposal is to show that there is an opportunity to learn and that the tools are being provided to students so they can learn and meet the requirements for the Student Learning Outcome (SLO).
- K. Ankersen asked how much of a course needs to be devoted to the SLO(s) in order to be certifiable. Does there need to be a certain percentage? (follow-up ACE Team)
- These and other questions will be more thoroughly addressed at the next meeting.

Meeting adjourned at 9:00 a.m.

Next meeting:

April 2, 2008

Room 333, Andersen Hall

7:30 – 9:00 a.m.

Meeting notes submitted by

Kelly Dick

Office of Undergraduate Studies

March 28, 2008