

**ACE Team Meeting
Meeting Notes
April 2, 2008
7:30-9:00 a.m.
333 Andersen Hall**



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

Nancy Mitchell called the meeting to order at 7:30 a.m.

1. Welcome from Dean Norton
 - N. Mitchell introduced Will Norton, Dean of the College of Journalism and Mass Communication. Dean Norton welcomed the ACE Team.
2. Follow-up from last week's meeting
 - N. Mitchell encouraged the team to read key sections from the books they received at the March 26 meeting. She will identify sections that may be especially helpful and send the information to the group. (follow-up: N. Mitchell)
 - Copies of the document, Draft Guidelines for Review of ACE Course Certification Requests, were distributed to the group. This document was drafted by Amy Goodburn and David Wilson for GEAC, but was never voted upon by that committee. In conversations with Susan Belasco, Amy Goodburn, and others over the past week N. Mitchell identified the task of confirming these guidelines as one that should be addressed currently. N. Mitchell asked for volunteers to form a subcommittee in order to review the existing document and make recommendations to the IACE group at the April 9 meeting. IACE members Scott Fuess and Greg Snow volunteered for the subcommittee.
 - The draft guidelines can be found, starting on page 3, in this document: <http://www.unl.edu/svcaa/documents/ACEFAQs4.pdf>
 - The group discussed the Student Learning Outcomes (SLOs) as they relate to the guidelines, making suggestions and raising many questions.
 - R. Kean reiterated that discussions in GEAC identified SLOs 1-3 as basic skills and 4-10 as developing a knowledge base.
 - A. Moeller suggested that we have to trust the departments [or units] to be thoughtful about selecting courses for certification.
3. Todd Jensen, online course submission
 - T. Jensen provided flow charts for each of the eight undergraduate colleges which identify the existing flow of communication for course approvals. Each

college's chain of command is unique to its needs, and will continue to be so. N. Mitchell asked the group to find out if the chains, as presented for each college, are correct and report the information as soon as possible to her or K. Dick. (follow-up: K. Dick, N. Mitchell, ACE course facilitators)

- T. Jensen presented the adjustments that have been made to the current CREQ program in order to accommodate the ACE certification option for course submissions. He commented that the program is flexible and can be made to accommodate the chain of command for each college. T. Jensen recommends using Firefox as the browser when accessing the system. However, it has been tested with Internet Explorer without problems.
 - There were many comments and suggestions during the presentation. Some information that resulted from the discussion includes:
 - Selecting outcomes – boxes for supporting information
 - Two boxes will appear below an outcome once it is selected, giving the faculty member an opportunity to provide information to support his or her selection.
 - Information can be copied and pasted into the boxes and should maintain the formatting and punctuation of the originating document. However, if unforeseen problems with this arise they will be addressed.
 - The information in these boxes will be used by IACE to make a decision regarding certification of the course.
 - The system does not allow for the selection of more than two outcomes.
 - Reinforced skills
 - At least one outcome that will be reinforced within the course may be selected. A text box will be added to allow the submitting faculty member an opportunity to articulate how each selection will be addressed in the course. (follow-up: T. Jensen)
 - At least one outcome must be checked or the course will not be approved. More emphasis should be put on the instructions that identify these outcomes as supportive of, and not the same as, those selected in the section above. (follow-up: N. Mitchell, T. Jensen)
 - There is no time limit on how long a course can be saved “for future submission,” but once it is submitted no changes can be made.
 - Supportive material, such as syllabi, may be attached as PDF, doc, txt, or rtf.
4. Introduction of Larry Walklin
- N. Mitchell introduced Larry Walklin, University Curriculum Committee (UCC) Chair

- L. Walklin thanked the ACE Team for its work and commitment to the new program. He encouraged the representatives from each college to learn who their Curriculum Committee Chair is, because he or she has a thorough understanding of the course proposal process and has knowledge of the CREQ system.
5. Continue discussion generated by last week's homework assignment, submitting ACE courses
- Time did not allow for this discussion. ACE Team members were asked to send or bring their completed assignments to the IACE meeting next week (April 9) in order to certify them as examples for the ACE website. (follow-up: N. Mitchell, K. Dick, ACE)
6. Other
- N. Mitchell thanked the College of Journalism and Mass Communication for hosting this week's meeting
 - Thanks to Dean Norton, Trudy Burge, Frauke Hachtmann, and Judy Yeck
 - Reminder: Next week, only IACE meets. The topic will be about certifying Honors Program courses as ACE. Guest: Patrice Berger, Director of the Honors Program.

Meeting adjourned at 9:00 a.m.

Next meeting: IACE Members, L. Walklin, R. Kean, J. Jonson, N. Mitchell
April 9, 2008
Room 103, Woods Art Building
7:30 – 9:00 a.m.

Meeting notes submitted by
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Office of Undergraduate Studies
April 11, 2008