

**ACE Team Meeting**  
**Meeting Notes**  
**April 9, 2008**  
**7:30-9:00 a.m.**  
**103 Woods Art Building**



Attendees: **IACE MEMBERS** Kathy Ankerson, John Ballard, Scott Fuess, Frauke Hachtmann, Tiffany Heng-Moss, Peter Lefferts, Greg Snow, Linda Young; **ALSO** Kelly Dick, Jessica Jonson, Rita Kean, Nancy Mitchell

Unable to Attend: Larry Walklin

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

1. N. Mitchell expressed thanks to the College of Fine & Performing Arts for hosting the meeting.
  - Thanks to Dean Oliva, Peter Lefferts, and Sara Bom
2. Honors Courses & ACE (Patrice Berger)
  - N. Mitchell introduced Patrice Berger, Director of the Honors Program.
  - P. Berger provided a packet that included information about the Honor Program at UNL and examples of syllabi from past honors courses. The packet and his additional comments provided evidence of the rigor involved in these courses. (Packet is attached to minutes in permanent file.)
  - Up to 15-20 new honors courses are added to the honors curriculum each year, and Director Berger asked the committee to consider extending a blanket approval [certification] for these courses. Honors courses fall within two main categories, those that are scheduled by the program (395H), and those that are scheduled by the hosting department (189H). The Director asked for blanket certification for 395H courses only. All other honors courses can follow the approved path for certification existing in the host college.
  - J. Ballard moved that: For 395H courses only, Director Berger will be responsible for certifying courses as ACE, using documentation similar to that of the IACE committee, and pending documentation by the appropriate member(s) of the responsible department (following a process similar to that used for cross-listed courses). G. Snow seconded the motion. The motion carried with all in favor.
  - Director Berger asked for the same motion for variable topics courses offered as 298H. K. Ankerson made the motion and S. Fuess seconded. The motion carried with all in favor.
3. Welcome (Dean Oliva)
  - Giacomo Oliva, Dean of the College of Fine and Performing Arts, welcomed the committee and thanked them for their efforts with the ACE program.

4. Subcommittee report, guidelines for ACE course certification (Scott Fuess, Gregg Snow)
  - New drafts of the guidelines for student learning outcomes (SLOs) 1 and 2 were provided.
  - S. Fuess reiterated that outcomes 1-3 are skill-based and 4-9 are knowledge-based (10 is the capstone experience), and he recommended that the language of the guidelines should be tailored accordingly. For example, the criteria in the guidelines for SLOs 1-3 will be more numerous and specifically focused than the criteria for SLOs 4-9.
  - S. Fuess discussed changes in language used in the new drafts, particularly the addition of the phrase “is it clear...” to the beginning of most questions (i.e. Is it clear [to the evaluators] that the course addresses Learning Outcome 1?).
  - J. Ballard recommended changing the labels for the check boxes on the guidelines from *yes* and *no* to *clear* and *unclear*.
  - Additional discussion and comments followed. Fuess and Snow will create draft guidelines for consideration at the April 16 meeting.
5. Discuss & establish certification process on [courseapproval.unl.edu](http://courseapproval.unl.edu) for IACE (N. Mitchell)
  - T. Heng-Moss suggested that recertification be addressed in the guidelines for ACE course certification, commenting that the instructor should be thinking about this when putting together their course proposal. After discussion, G. Snow proposed that a third question be added to the proposal system. This question would appear with the first two questions, below the outcome(s) selected on the electronic submission form. A consensus was reached that a third question should be added. Due to time constraints the language for this question was voted upon later by email. The following was agreed upon:

*As part of the ACE certification process, the department/unit agrees to collect and assess a reasonable sample of students' work and provide reflections on students' achievement of the Learning Outcomes for its respective ACE-certified courses. Please comment on your plans to develop a process to collect and evaluate student work over time for the purpose of assessing student success for this ACE outcome.*
6. Recommend courses from assignments to be used as examples on [ace.unl.edu](http://ace.unl.edu)
  - Time did not allow for this discussion. Follow-up will be conducted via email (follow-up: N. Mitchell)

Meeting adjourned at 9:10 a.m.

Next meeting: ACE Team  
April 16, 2008

Room 114, Ferguson  
7:30 – 9:00 a.m.

Meeting notes submitted by  
Kelly Dick  
Office of Undergraduate Studies  
April 14, 2008