Call to Order
The meeting was called to order at 3:00 p.m.

Approval of the agenda/Approval of the October 13, 2014 minutes
The agenda was approved unanimously as presented.
The October 13, 2014 minutes were approved unanimously as presented.

Chair Report/Announcements
Landeira reminded the Committee that the Grade Submission motion will be presented to the Faculty Senate today.

Reports from Councils
Graduate Council: No report.
Liberal Arts Council (Smith)
Smith noted that in a recent election Colleen Fitzpatrick was elected Chair of the Liberal Arts Council. Trelogan will continue as Vice Chair.
Professional Education Council: No report.
Undergraduate Council (Smith)
The Undergraduate Council recently recommended courses for the Leadership minor program. Additional ENST courses were also recommended for approval.

Special Reports
Unfinished Business
Discussion: Liberal Arts Core, Student Learning Outcomes
The Committee discussed current University requirements and practices regarding course syllabi, and how requirements are communicated throughout the University. Landeira asked for input from Bentz regarding HLC requirements. Bentz noted that the language outlined by the HLC includes “articulate purpose, content, and intended learning outcomes of undergraduate general education”, and reiterated the importance of the assessment of learning piece. The Committee also discussed mission statements, objectives, goals, course outlines, and master syllabi. Landeira asked for input on Board Policy information distributed to the Committee (Part 5 Curriculum 2-3-501). The Committee agreed that the current Board Policy Manual language should be clarified.

MOTION: Amend Section 2-3-501 of the Board Policy Manual to clarify course outline requirements: Berg.
SECOND: de la Torre.

Part 5 Curriculum.

2-3-501 Course Outline, and Goals.

For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students early in the term before the drop/add period:

(1) the course objectives/outcomes.

(2) the general strategy/topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes.
a list of tentative deadlines for accomplishment of assigned tasks. Lead time commensurate with the task must be provided.

the method, assessment criteria, and weight to be applied to each criterion assignment in determining overall final grade.

**VOTE**: The motion passed with a hand vote of 5-0, no abstentions.
The Committee will present the amendment proposal to the Faculty Senate on November 10, 2014. Additionally, the Committee discussed the purview of the Liberal Arts Council, what is outlined in Board Policy Manual language regarding LAC, syllabus requirements for liberal arts core courses, and how to proceed with an inquiry about current policies regarding syllabi requirements. Smith and Bentz will work with the Liberal Arts Council to address syllabi requirements/ policies/mission statement, and the Academic Policies could be asked to help define any proposed policies.

**New Business**
Landeira welcomed additional APC agenda items.

**Comments to the Good of the Order**
Berg inquired about the status of the Senate Resolution for class scheduling alternatives. Smith noted that the Provost Leadership Team has recommended that work on the resolution begin in mid March 2014. Berg will follow up on the progress at that time.

**Adjournment**
The meeting adjourned at 4:00 p.m.

Joy Landeira                         Lori Riley
Chair                                Recording Secretary