

LIBERAL ARTS CORE CATEGORY REVIEW PROCEDURES

The Liberal Arts Core (LAC) is divided into the following category review areas:

- Category 1: Core Competencies (1A, B, C, D)
- Category 2: Civilizations and Cultures (2A,B)
- Category 3: Fine Arts, Literature, Philosophy, and Religion (3A,B)
- Category 4: Natural Science and Technology (4A,B)
- Category 5: Social Science (5A, B, C)
- Category 6: Capstone Experience

Purposes of the Review:

1. To inform the Liberal Arts Core Committee of the program's operation.
2. To promote collective adherence to the philosophy of the Liberal Arts Core.
3. To identify areas of concern and propose solutions.
4. To review student outcomes assessment plans and data and make recommendations.

Procedures for the Review:

1. A review of each category will occur approximately once every six years or as mandated by the LAC Committee.
2. A Category Review Team will be appointed by the appropriate collegiate dean(s) from those faculty closely associated with the category by March 1.
3. The Category Review Team will participate in meetings with the Student Outcomes Assessment Subcommittee of the LAC Committee by March 31st to discuss the review process and student outcomes assessment planning.
4. A member of the LAC Committee will be assigned as a liaison to the Review Team to communicate the responsibilities of the Review Team, provide references (e.g., catalog statements, examples of past reviews, published statements of goals for the category, etc.), and facilitate meeting deadlines.
5. Required Category Review Team Procedures:
 - a. Review and revise if necessary, category goals, outcomes and competencies.
 - b. Review and revise if necessary, category descriptions and statements for course syllabi.
 - c. Review and revise if necessary, student outcomes assessment plan.
 - d. Analyze student outcomes assessment data.
 - e. Conduct faculty and student analyses of courses.
 - f. Conduct an analysis of enrollment data.
 - g. Give an oral report to the LAC Committee by December 1.
 - h. Submit a draft report to the LAC Committee by March 1.
 - i. Participate in a consultative session with LAC Committee by April 1.
 - j. Submit the final report to the LAC Committee and the appropriate College Dean(s) by May 1.
6. Category Review Report Content:
 - a. Statement of the category and subcategory goals, outcomes and competencies.
 - b. Discussion of the extent to which the goals of the category have been met and continue to be relevant to the goals of the Liberal Arts Core.

- c. Analysis of the category description and course syllabi statements.
- d. Analysis of the student outcomes assessment plan and data.
- e. Analysis of an enrollment record according to courses, credit hours, student profiles, class size, percentage of credit hours taught by tenure/tenure track faculty.
- f. Completion of a Liberal Arts Core Course Form by the Category Review Team in consultation with relevant faculty and administrators for each course in the review area.
- g. A summary of the Category Review Team's research examining student and faculty perceptions of the course(s).
- h. An executive summary of the review area including successes and challenges and specific recommendations. These recommendations may include such things as improving consistency within the review area, staffing, facilities, equipment, meeting student needs, areas of on-going concerns, etc.

7. As a result of the review, the LAC Committee will make recommendations to the University Faculty Senate and appropriate University administrators in order to enhance and support the review areas and the entire Liberal Arts Core. Such recommendations will be made in consultation with interested persons. The Committee will furnish the Senate with a copy of the final review along with the LAC Committee Review Summary.

Approved 11-20-91
Amended 12-11-95
Amended 4-01-01
Amended 10-19-01
Amended 1-17-02
Amended 2-28-03
Amended 3-11-05

LIBERAL ARTS CORE COURSE REVIEW QUESTIONS
To be completed for each course in the category review area.

COURSE NUMBER AND TITLE:

COURSE CATALOG DESCRIPTION:

CREDIT HOURS:

LIBERAL ARTS CORE CATEGORY (ROMAN NUMERAL AND SUB-GROUP LETTER):

1. To what degree does the catalog description reflect the course as it is currently delivered? Are changes in the catalog description or course content needed? If so, identify needed changes.
2. To what degree does the current course outline correspond to the course content as approved by the Liberal Arts Core Committee? (Attach copy of current course outline(s)). Have changes (additions/deletions) been made? If so, identify the changes.
3. Have changes in the relative emphasis of content areas been made? If so, identify the changes.
4. If multiple sections are offered, how is comparability across sections assessed and insured?
5. What are the primary instructional methods used in the course? What type(s) of student activities are included in the course?
6. What writing opportunities are there within the course?
7. How is student achievement of the course objectives assessed?
8. What are considered to be the major strengths of the course?
What are the major weaknesses?
9. What, if any, changes need to be made to insure the integrity of this offering?
10. Additional faculty, head, and/or dean concerns or comments.