Continuation of discussion of the charge to the Faculty Oversight Committee for lower division and process for final approval and implementation.

Steve initiated the EC discussion to move forward on the final approval of a design for lower division. Tom outlined the important issues that the EC must decide upon to begin implementation of the planning parameters of lower division. EC approval is sought on the following: [1.] the CUSP Charter, [2.] the charge of the Faculty Oversight Committee, Center for University Studies and Programs (FOCUS) and [3.] distribution requirements. The EC had approved the CUSP Charter in principle and will give final recommendations for the election of the Faculty Oversight Committee at the next EC meeting. EC members reviewed the Discovery Core and agreed with the framework to build in assessment and evaluation of student learning before courses are developed. Tom talked with the EC about some ways to consider prioritizing course development and objectives:

- Courses will be developed to meet the pre-requisites of current UWB majors.
- Courses will be developed to meet the pre-requisites of UWB majors or concentrations that are planned, building a pipeline to those majors and/or concentrations.
- Courses will be developed to meet the pre-requisites of majors that students may need or desire for transfer to other institutions (i.e. pre-med).

Kevin offered a process comment - it is the EC’s responsibility to endorse and strengthen the infrastructure of the design plan for lower division - the CUSP Charter, charge the FOCUS committee and assess how the criteria of the Discovery Core is developed. The EC recommendation on the Discovery Core:

- The Discovery Core will be structured with three 5-credit core courses required over two years, with at least two core courses completed the freshman year. The third 5-credit core course could be completed Spring Quarter freshman year or Autumn Quarter sophomore year.
- In addition to the core course taught every Autumn and Winter Quarter, a linked course would be offered, fulfilling the writing or quantitative skills requirement.
- Spring Quarter freshman year would offer a 2-credit portfolio which would gain the student sophomore status with the portfolio completion of 40 credits and approved assessment of student learning. A 3-credit FIG could accompany the portfolio course.

The EC would like the FOCUS document to define what linkage means in the linked courses offered freshman year. Also, an important consideration for structuring the lower division program is to keep UWB’s mission strong, to remain dedicated to serving part-time and non-traditional students. As a commuter campus we must keep community interests in mind in our planning and decision-making.
The EC recommendation on FOCUS will be made at the next EC meeting. A decision on the issue of the composition of the committee must be resolved. One proposal for FOCUS would be to have the primary control of the committee with three teaching faculty, two program representatives and AD HOC representation from programs for informational purposes. The EC regarded two levels of issues with FOCUS and can see different ways to constitute the committee to address these:

1. The committee will meet broad needs which will require program representation.
2. The committee will do the "heavy lifting", those teaching who will decide how it will work and translate it into policy.

The final discussion item was the CUSP Charter, the EC has approved in principle the charter but will make a final decision next EC meeting, after resolving the issue on the election of members to FOCUS.

The next EC meeting will be November 1, 2005.

Minutes submitted by Barbara Van Sant.