



# Texas Higher Education Coordinating Board

## Texas Higher Education Coordinating Board and Lumina Foundation for Education

**Minutes**  
**Tuning Oversight Council for Mathematics, Business, and Information Systems**  
**September 14, 2012**  
**9:30 a.m. to 3:00 p.m.**

**Wyndham Garden Hotel and Conference Center**  
**Executive Learning Center**  
**Austin, Texas**

**Members attending:** Michael Abebe, Mikhail Bouniaev, Tammy Calhoun, Gordon Carruth, Chris Chappa, Amme Cole, Teresa Conover, Raven Davenport, Bret Detillier, Robert Diersing, Curt Eley, Bruce Glover, Doug Hale, Barbara Hewitt, Vanessa Huse, Judy Jernigan, Charles Johnston, Gerald Kohers, Maureen Loiacano, William Loudon, J.D. Marrs (student representative), John Masselli, Marjorie Pannell, Kay Pleasant, Robert Rankin, Clint Richardson, Jared Robinson (student representative), Ava Russell, Leah Schultz, James Sells, Ricardo Torrejon, Deborah Welch, John Windsor

**Facilitators and Other Attendees:** Charlotte Biggerstaff, Kendra Collier, Reinold Cornelius, Chris Fowler, Lucy Heston, Suzanne Pickens, Sarah Rondinelli, Mary Smith

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Registration was held and a Continental Breakfast served between 9:00 and 9:30 a.m.

The meeting convened at 9:30 a.m.

### **Welcome, General Comments, Approval of the Minutes from the Council's June 15 Meeting, and Timeline**

Dr. Mary Smith opened the meeting, explaining that Council Chair Jim Nelson had been prevented from making the trip to Austin for the meeting due to severe weather in his area. She also mentioned that Debbie Rodriguez, the program specialist for this project, is now working virtually as a contracted employee for the College for All Texans Foundation. She will be working half-time, mainly in the morning, from Green Bay, Wisconsin, and can be reached by telephone and via email.

The agenda for the meeting is focused on committee time to meet and work on tuning. This was a request of many committee members after the last meeting. She thanked Council members for their work on this project, and stated that much attention is being paid nationally to the work being done in Texas. Dr. Smith stated that she had the honor of presenting the tuning work from Year 2 at a national tuning meeting in Indianapolis as well as at conferences and meetings in Florida, Chicago, and Austin over the

summer. She was pleased to share that the work of previous Councils is being shared with officials in other states as a model for future tuning endeavors.

Dr. Smith also shared that state representative Dan Branch, Chair of the House Committee on Higher Education, is particularly interested in the work of the Council, and that it is likely that the work will be shared with him at a meeting in December. She then pointed out a couple of upcoming dates of importance. The first is October 19, which is the date of the meeting of the Academic Course Guide Manual (ACGM) Committee, who will be reviewing recommendations by the 2011 Tuning Oversight Council for Engineering and Science for courses and learning outcomes for inclusion in the new ACGM in January 2013.

For the 2012 Tuning Oversight Council for Mathematics, Business, and Information Systems, more data will be collected via surveys during October, November, and December. The target for dissemination of this Council's work for statewide faculty comment is February of 2013. So, during virtual meetings between now and then, the focus should be on defining the discipline, defining what a student must be able to do to ensure further success in the discipline (the competencies), then the desired level of achievement for each outcome at some time after high school, and by January, members will want to begin identifying the lower-division courses that are important for a student to master to enable their success at the upper-division and beyond in their chosen field. Members will also put together the Expertise Profile, which displays those topics about which a student needs some knowledge to be successful in the field. Members will also need to create the Employment Profile, showing the employment possibilities for students earning a bachelor's degree in the discipline. These products will be formatted into a survey, and staff are in the process now of beginning to collect email addresses of faculty throughout the state so that they can be invited to provide feedback.

A question was raised regarding the date for the next meeting in Austin. Dr. Smith stated that there are two dates being considered: January 4th or January 18th. Members stated that January 18th was the better of the two, and a question was raised regarding the beginning of the semester on college and university campuses. Another member suggested that February may be better, due to the registration and other activities taking place on campuses at that time.

Dr. Smith turned the meeting over to James Sells, Council Co-chair. Mr. Sells greeted Council members and led the approval of the minutes. One small change was made after a brief discussion to clarify a part of one of the previous meeting's presentations, and the minutes were unanimously approved. Mr. Sells then dismissed the committees to their individual break-out sessions.

Note that the Tuning Committee for Computer and Information Sciences and the Tuning Committee for Management Information Systems took some of their individual break-out time to meet as a larger group. They discussed similarities and differences between their disciplines, and directions taken by each group in tuning the disciplines.

### **Status of Committees' Work, Problems or Issues**

No problems or issues were discussed by members of the individual committees.

### **Breakup into Discipline-Specific Committees/Lunch with Team**

The Council was dismissed into their individual breakout rooms:

- Blanco Room - Members of the Business Committee
- Guadalupe Room - Members of the Mathematics Committee

- Barton Creek Room - Members of the Computer and Information Sciences Committee
- San Gabriel Room - Members of the Management Information Systems Committee

### **Going Forward – Next Steps and Closing Remarks**

James Sells called the meeting to order at 2:30 p.m. and asked the groups if there were any perceived stumbling blocks. Hearing none, he turned the meeting over to Dr. Smith to recap the tuning calendar.

Dr. Mary Smith thanked the group for the work being done. She stated that Coordinating Board staff was trying to schedule the next tuning meeting for the first Friday in February 2013. She pointed out that tuning documents should be in a form that is ready to go out to colleagues throughout the state by the end of that month.

In March, the tuning documents will go out in survey form to faculty statewide in the departments of each tuned discipline to collect their feedback. In April, these comments will be made available to the Council to determine if any changes are warranted. In May and June, committees will be finalizing the tuning packets. A subcommittee of this Council will be formed next summer to fine-tune the courses that are listed on the transfer plans for each discipline. Staff will be asking Council members for syllabi of these courses so that course descriptions and student learning outcomes (SLOs) already in place on campuses can be compared and consensus course descriptions and SLOs drafted on the basis of these syllabi. Subcommittee members will then meet on a campus, and professors who teach courses in those subject areas will be invited to help members of the Subcommittee fine-tune those courses for the Academic Course Guide Manual (ACGM). Then, in September, those course descriptions will go online for public comment, which is what is happening now with the Year 2 tuning materials, and the ACGM Committee will review the courses and comments in October and either approve them or recommend changes for inclusion in the next update of the ACGM.

In November, then, once the courses have been finalized, the work will be sent to presidents of institutions along with a Memorandum of Understanding for their signature regarding the transfer compacts for each discipline.

That is the general timeline, so the goal for committees now is to have the tuning materials pretty much completed after the Council meeting in February.

Dr. Smith asked Council members to complete the evaluation form before leaving the meeting. The qualitative evaluator, Charlotte Biggerstaff, will use the evaluations provided in her feedback. The model being developed in Texas is being looked at nationally as The Model for tuning in the U.S., so it is important that members provide comments regarding the meetings.

A question was raised regarding the fine-tuning project, and Dr. Smith clarified that courses would be determined by each committee during the February meeting. Courses to be included in the transfer compacts will be lower-division courses that are necessary for students to take in the first two years of their program to ensure that they are prepared academically to successfully transfer into a bachelor's degree program in their chosen field.

### **Adjournment**

The meeting was adjourned at 2:50 p.m. to allow Council members to catch the airport shuttle, which left the hotel at 3:00 p.m.