



INTEGRATIVE LEARNING CORE COMMITTEE

Operating Procedures

1. **Course Proposal Review.** Courses being considered by ILC have been approved or are being considered by the Faculty Senate Courses and Curriculum Committee. ILC courses at LSU are on a 5-year review cycle, at which time departments are required to submit an updated re-application to continue on the ILC course list. Forms for new/re-submitted courses are online in a menu-driven format, and resources are available through the Office of Institutional Effectiveness (OIE) to help instructors develop the proposal. After the proposal has been submitted and checked by OIE, it is assigned to FSILC committee members for review. Those committee members review the application for clarity and content, making sure it addresses the material and pedagogy for the proficiency and corresponding dimensions of the American Colleges and Universities rubric(s) chosen for the course, and that it has a well-defined assessment protocol. The committee members will make a brief presentation to the FSILC committee regarding the course and the proposal, particularly noting any concerns regarding content or pedagogy. If the course is not deemed broad enough (i.e., it is mostly for majors from the proposing unit, or requires several prerequisites), it may be rejected. Additionally, course proposals may be returned to the proposing unit for clarification or modification. Subsequently, proposals that are deemed to be acceptable upon initial review, and those that are deemed acceptable after revision, are voted on by the FSILC Committee and the decision sent to OAA for implementation and the Faculty Senate office for recording.
2. **Assessment.** The FSILC Committee is responsible for developing assessment guidelines for all ILC courses. Protocols for ILC course assessment include data collection each time the course is taught, submission of the data annually to the OIE, and 3-year course impact reports submitted by course coordinators regarding trends in the data and use of the results in modifying course content or pedagogies to improve student understanding and achievement of the selected proficiencies. The FSILC Committee will review aggregate proficiency data on an annual basis once ILC has been fully implemented; each proficiency will be reviewed once every three years.
3. **Appeals.** The FSILC Committee discusses and votes on all petitions from students regarding desired exceptions to the ILC guidelines. The vote and committee rationale for each petition are sent to the OAA for implementation. Most of the petitions involve non-ILC courses that students would like to substitute for approved courses; historically, few petitions have been supported by the FSILC Committee.
4. **Re-application.** At the time of course re-application, the FSILC committee will review enrollments, grade distributions, and assessment results to ensure that courses are making significant contributions to the improved development of ILC proficiencies in LSU undergraduates. Evidence that a course is not contributing to the ILC program,

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particularly courses that have not been taught at least once a year, will result in the course being recommended to FSEC for deletion from the ILC course list.

5. Program Evaluation. The FSILC Committee will continually evaluate the direction, structure, and success of integrated learning at LSU, and will recommend desired changes in committee charges and ILC structure to the FSEC.
6. Communication. The FSILC Committee, in conjunction with the OIE and OAA, will coordinate dissemination of ILC requirements to all faculty, counselors, and undergraduate advisers throughout LSU.
7. Impact. The FSILC Committee, in conjunction with the OIE and OAA, will periodically survey educational units as to the perceived status and effectiveness of the ILC program at LSU. Full implementation of the ILC is scheduled to occur in 2022, hence it is anticipated that tri-annual surveys beginning in 2025 will allow sufficient time for units to assess the impacts of ILC courses on development of the nine proficiencies in LSU undergraduates.
8. Meetings
 - a. Meeting Schedule. The Committee will normally meet every 2 to 3 weeks during the fall and spring academic semesters when there are proposals or other considerations before the committee.
 - b. Quorum. A quorum will consist of 50% or greater (six or more) of the voting members (in attendance).
 - b. Voting. Motion for votes on proposals and other issues before the Committee must be called and seconded. The vote of a majority of the voting members present shall decide any question before the committee. Meeting minutes will only document counts for and against questions called, not individual member votes.
 - c. Attendance. When a voting member is unable to attend a meeting, they may appoint a representative to attend in their place. Voting Members missing two consecutive meetings may be dismissed from the committee. The representative cannot vote.
 - e. Minutes. Draft minutes will be prepared by the secretary and submitted to the chair for circulation to the Committee prior to the next meeting. Minutes must be approved by simple majority before deemed official. Approved minutes will be submitted to the OIE for posting on the ILC website.
 - f. Support. The OIE provides administrative support for the ILC Committee and the website.
9. Changes to Operating Procedures. Upon one-week written notice stating the proposed changes, modifications, or amendments to be considered at a regular meeting, changes in the Committee Operating Procedures must be approved by 2/3 vote of committee members and will become effective upon approval by FSEC. Proposed changes must be consistent with the requirements and procedures of the Faculty Senate Constitution and Bylaws and general Committee Operating Procedures.