

TO: General Education Committee

FROM: Mathematics, Computer Science and Physics (Letsche)

RE: Change to departmental ILAC/OCAC policy

The Mathematics, Computer Science and Physics department (MCSP) adopted the attached departmental policy concerning ILAC and OCAC at the time those policies were added, approximately 14 years ago. Pedagogical changes since then have resulted in these requirements being embedded as course requirements across the departmental curriculum. For example, capstones typically require proficiency with information literacy in order to accomplish required writing assignments, and there are many opportunities for students to demonstrate mastery of oral communication in upper-level courses. MCSP requests that the current policy, “Students meet the requirement for OCAC/ILAC in (major) by completing the required number of presentations and information searches,” be replaced with the statement “By completing the (major) major, students have met the requirements for OCAC/ILAC,” to reflect that these requirements are already being met within our majors, and don’t need to be tracked separately. The current ILAC and OCAC criteria will be used to assess the ILAC and OCAC components of these courses. ILAC and OCAC results are also being used for program assessment.

For example, the current practice is for multiple OCAC assignments within:

Math/Math Education	Computer Science/CIS	Physics
MA 250 – Applied Calculus MA 251/2 –Found. Diff Calc/Found Integral Calc MA 460 - Capstone	CS 350 – Information Res Mgmt CS 460 – Senior Project CS 461 Capstone	PHY 207 – Modern Physics PHY 460 – Capstone

The current practice is multiple ILAC assignments within:

Math/Math Education	Computer Science/CIS	Physics
MA 250 –Applied Calculus MA 314 –Statistical Apps MA 460 - Capstone	CS 340 – Computer Org. CS 460 – Senior Project CS 461 - Capstone	PHY 207 – Modern Physics PHY 460 – Capstone

Adoption of this policy change would release the department from the current necessity of collecting and maintaining ILAC and OCAC records separate from the classes in which the activities take place, and would bring MCSP into alignment with other campus programs/departments.



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Information Literacy Across the Curriculum (ILAC) Requirements

for Students with Majors in the MCSP Department

[\(forms\)](#)

General Information

To satisfy the ILAC requirement in the MCSP department the student must execute a specified number of information searches on subjects related to their major field. The content and specifications are to be negotiated between the student and a department faculty member. Usually these will be done as part of a paper or presentation for a class but need not be. The usual number of information searches required is three.

A qualifying search is an annotated bibliography of at least seven (topic dependent and determined by the faculty sponsor) reputable sources on a topic related to the student's major. In order to receive credit, the student must identify a problem requiring an information solution and seek approval for the project from an MCSP faculty member before work begins. An MCSP faculty member must also certify that the information solution was successfully executed, meeting or exceeding minimal standards for information literacy. (See the form for the specific standards used.) The information searches may be performed as part of assigned coursework, a non-graded component of a course, or in conjunction with an MCSP presentation.

The spirit of *related to the major* means that they probably will occur in required/elective courses within the major with at least one in a course with the specific MCSP prefix for the major (CS for CS/CIS, MA for MA/MAED, PHY for Physics or Physics ED and EG for Engineering Science). *e.g.*, A CS or CIS major will do information searches in required CS courses. A CS/MA double major will split them between CS and MA courses.

Students who have only one major and that one is in the MCSP department

You are required to do at least three ILAC information searches related to the major.

Students with multiple majors all of which are in the MCSP department

You are required to do at least three ILAC information searches. At least one must be in each major. *e.g.*, a Math/CS double major does a minimum of three including one in CS, one in Math, and a third in either.

Students with multiple majors at least one in MCSP and at least one outside MCSP

Students with at least one major outside the department must meet the ILAC requirements of the outside major(s) and do one ILAC information search in each of their MCSP majors.

General Procedure

1. The student will approach a faculty member in their discipline and (kindly) request that they sponsor an ILAC information search. This will usually be an instructor in a major class they are currently taking.
2. After the faculty members agrees, they will negotiate the specifications.
3. The student will fill out the first half of the ILAC form and have the sponsor sign the pre-information search portion.

4. The faculty member will complete the evaluation portion during/after the information search, sign it and return the form to the student.
5. If the information search was rated *successful*, the student will turn the form to Dr. Breutzmann for recording and storage.

Manhattan Records

Records of successful information searches will be kept by Dr. Breutzmann and uploaded regularly to a manhattan site for student/faculty viewing. Upon completion of the first successful OCAC presentation or ILAC information search, the student will be entered into the database and be given an account and password for the manhattan site or they may request one prior to meeting their first ILAC/OCAC requirement.

Here are some links to the ILAC forms in a few different formats:

[ILAC form \(rtf\)](#)

[ILAC form \(.doc\)](#)

[ILAC form \(.pdf\)](#)

[ILAC form \(html\)](#)

This page is maintained by [Dr. Josef Breutzmann](#). Send comments to:
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Wartburg Department of Mathematics, Computer Science, and Physics
Information Literacy Across the Curriculum Requirements

1. Filled out by student before presentation:

Name:

(all) Intended Majors:

Faculty Sponsor:

Date search is due to sponsor:

Search Topic:

This topic requires an information literacy solution because:

2. Faculty Signature: _____

Date ____/____/____

3. Filled out by faculty sponsor after search:

Superior Satisfactory Unsatisfactory

Search Strategies

The student demonstrates a grasp of the search and evaluation process.

The student develops a strategy for sorting through information.

Information Evaluation

Collected information is relevant to the topic being researched.

The student has evaluated the source of the collected information.

Presentation and Documentation

The student has effectively integrated, synthesized, and documented information within their work.

The bibliography is written in a consistent style.

This presentation is most "related" to: CS/CIS MA/MAED PHY/PHED EG

4. Faculty Signature: _____ **Date** ____/____/____



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Oral Communications Across the Curriculum (OCAC) Requirements

for Students with Majors in the MCSP Department

[\(forms\)](#)

General Information

To satisfy the OCAC requirement in the MCSP department the student must execute a specified number of oral presentations on subjects related to their major field. The content and specifications are to be negotiated between the student and a department faculty member. Usually these will be done as part of a class but may be outside presentations *e.g.*, at a club meeting, at a conference, etc.

The usual number of presentations is three, one of which must involve faculty intervention. Faculty intervention means that the sponsoring faculty member will be involved in the presentation preparation process. For example, the faculty member may choose to require an outline or to review slides ahead of time or view a practice presentation or video. The sponsoring faculty member will determine the procedure.

A qualifying presentation is a talk of at least 12 minutes on a topic related to the student's major given to an audience of at least three people. In order to receive credit the talk must be approved beforehand by a member of the MCSP faculty. An MCSP faculty member must also certify that the talk was successfully executed, meeting or

surpassing minimal standards or effective communication. (See the form for the specific standards that will be evaluated.) The talks may be given as part of assigned coursework, a non-graded component of a course, or at conferences, seminars, club meetings or other public events.

The spirit of *related to the major* means that they probably will occur in required/elective courses within the major with at least one in a course with the specific MCSP prefix for the major (CS for CS/CIS, MA for MA/MAED, PHY for Physics or Physics ED and EG for Engineering Science). *e.g.*, A CS or CIS major will give at least some presentations in required CS courses or CS conferences, or CS club meetings and the rest in related settings. A CS/MA double major will split them between CS and MA courses.

Students who have only one major and that one is in the MCSP department

You are required to do at least three OCAC presentations related to the major. At least one must involve faculty intervention.

Students with multiple majors all of which are in the MCSP department

You are required to do at least three OCAC presentations. At least one in each major must involve faculty intervention. *e.g.*, a Math/CS double major does a minimum of three including one in CS with faculty intervention, one in Math with faculty intervention, and a third in either major which need not involve faculty intervention

Students with multiple majors at least one in MCSP and at least one outside MCSP

Students with at least one major outside the department must meet the OCAC requirements of the outside major(s) and give one OCAC

presentation with faculty intervention in each of their MCSP majors.

General Procedure

1. The student will approach a faculty member in their discipline and (kindly) request that they sponsor an OCAC presentation. This will usually be an instructor in a major class they are currently taking.
2. After the faculty members agrees, they will negotiate the specifications.
3. The student will fill out the first half of the OCAC form and have the sponsor sign the pre-presentation portion.
4. The faculty member will complete the evaluation portion during/after the presentation, sign it and return the form to the student.
5. If the presentation was rated *successful*, the student will turn the form to Dr. Breutzmann for recording and storage.

Manhattan Records

Records of successful presentations will be kept by Dr. Breutzmann and uploaded regularly to a manhattan site for student/faculty viewing. Upon completion of the first successful OCAC presentation or ILAC information search, the student will be entered into the database and be given an account and password for the manhattan site or they may request one prior to meeting their first OCAC/ILAC requirement.

Here are some links to the OCAC forms in a few different formats:

[OCAC form \(rtf\)](#)

[OCAC form \(.doc\)](#)

[OCAC form \(.pdf\)](#)

[OCAC form \(html\)](#)

This page is maintained by [Dr. Josef Breutzmann](#). Send comments to:
josef.breutzmann@wartburg.edu

Wartburg Department of Mathematics, Computer Science, and Physics
Oral Communication Across the Curriculum Requirements

1. Filled out by student before presentation:

Name:

(all) Intended Majors:

Faculty Sponsor:

Date of Presentation:

Presentation Topic:

This presentation will include faculty intervention and feedback

YES

NO

Intended audience and purpose of presentation:

2. Faculty Signature: _____

Date ____/____/____

3. Filled out by faculty sponsor during/after presentation:

Superior Satisfactory Unsatisfactory

Content

The student demonstrates a grasp of the material presented.

The student provides appropriate support including citing relevant sources of information.

The level and form of communication is appropriate for the intended audience and purpose.

Organization

The talk includes an effective introduction.

There is a clear plan for laying out the material.

Transitions between major sections are smooth.

The presentation has a successful conclusion.

Speaking Skills

The student is easily heard.

The student engages the audience.

If appropriate

Visual aids are used effectively

Presentation is free of distracting mannerisms or behaviors that prevent effective communication.

This presentation is most "related" to: CS/CIS MA/MAED PHY/PHED EG

4. Faculty Signature: _____

Date ____/____/____