GENERAL EDUCATION COMMITTEE
190th Meeting
Thursday, April 28, 2011

MINUTES
Approved

Present: D. Chakraborty (LAS/PHYS), D. Changnon (Acting Associate Vice Provost), D. Chiros (EDU/Student), B. Coller (EET/MEE), G. Gordon (BUS/MKTG), E. Klonoski (VPA/MUSC), J. Kot (LAS/FL&L), G. Long (Acting Coordinator for General Education), Wei Luo (LAS/GEOG), D. Smith (Catalog Editor), C. Vander Schee (for M. VanOverbeke, EDU/LEPF)

I. Adoption of Agenda

A. Chakraborty made a motion, seconded by Kot, to APPROVE THE AGENDA. Motion passed unanimously.

II. Announcements

A. Electronic approval of minutes from April 21, 2011.

III. General Education Coordinator’s Report

Long distributed an end-of-semester report, which summarized the status of various GEC-related tasks. The initial task list was created and shared with the GEC during the February 10, 2011 meeting. Tasks emphasized the collection of baseline data (e.g., course syllabi), identification of missing course data, creation of a GEC web page, establishment of a repository/database for GEC course submissions and associated assessment data, and the initiation of regular contact with faculty and administrators regarding general education. Copies of both the initial task list as well as the coordinator’s end-of-semester report are attached.

IV. Old Business

A. Assessment Plan. No report.

B. Subcommittees and resubmissions. Klonoski presented GEC members with a template for responding to the departments that submitted course resubmissions in the 2010-11 academic year. Kot suggested that for the resubmissions that need improvement that the letters from Klonoski specifically address the concerns of the respective subcommittees. It was agreed that examples of assessment strategies should also be provided. Gordon suggested that a general education workshop be held for instructors so that they know what is expected of them regarding their syllabi, assessment strategies, and resubmission reports. Klonoski made a motion, seconded by Chakraborty, TO APPROVE THE RESUBMISSIONS FOR ANTH 101, IDSP 200, IDSP 211, IDSP 219, AND IDSP 225. Motion passed unanimously.
C. BIOS 105 and BIOS 107. The GEC discussed the department’s response to its initial concerns, which led to a broader discussion of making sure there are good examples of resubmissions on the website. The GEC APPROVED BIOS 105 AND BIOS 107 AS GENERAL EDUCATION COURSES.

D. Submission of new course HIST 170 for general education credit (on hold until after subcommittees report on resubmission). This item remains tabled.

E. Baccalaureate Review Process and Update and General Education Goals. No report.

F. General Education Website. Long received approval to get the website up and running.

G. GEC meetings. No report.

H. GEC Task List and Priorities. Long discussed these during his GE Coordinator’s report.

I. College of Liberal Arts and Sciences Senate Letter. Klonoski reported that VanOverbeke drafted a letter in response and GEC agreed that it was well done and should be sent to the college and copied to the provost and vice provost.

J. Annual Assessment Reports. Tabled.

V. New Business

A. Updated bylaws, adding General Education Coordinator as ex-officio member of the GEC. Luo made a motion, seconded by Collier, TO APPROVE THE REVISION TO THE GEC BYLAWS, ADDING THE GENERAL EDUCATION COORDINATOR AS AN EX-OFFICIO MEMBER OF THE GEC. Motion passed unanimously.

B. Election of Chair. No chair was elected.

VI. Adjournment

The meeting adjourned at 1:50.

The next meeting will be September 22, 2011, 12:30, AL 225.

Respectfully submitted by Donna Smith, Catalog Editor/Curriculum Coordinator
Membership of GEC

A. The General Education Committee shall consist of the following members:

Two faculty representatives from the Undergraduate Coordinating Council (UCC) chosen by the faculty of the Undergraduate Coordinating Council;

One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences;

Three faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences, including one from the humanities, one from the social sciences, and one from the other sciences;

Three student members shall be selected by the General Education Committee from nominees submitted by the student advisory committees of the undergraduate degree-granting colleges. No more than one student shall be appointed from any college. Students members shall serve one-year renewable terms beginning in the fall semester;

The vice provost for undergraduate education, the general education coordinator, and the coordinator for assessment services shall serve as ex officio, nonvoting members.

The chair shall be elected by the voting members of the General Education Committee and shall serve a one-year renewable term beginning in the fall semester.

Faculty appointed by the curriculum committee shall serve three-year staggered terms, renewable, beginning in the fall semester.

B. Duties

The General Education Committee shall have the responsibilities to:

1. Monitor and evaluate the university general education program;

2. Recommend policies and procedures which will provide continuing evidence which can be used to evaluate both the program as a whole and individual components of that program;

3. Make suggestions to colleges and departments regarding improvements that can be made in the general education curricula;

4. Recommend additions, modifications, and deletions of courses which are a part of the general education curriculum;

5. Make recommendations regarding the improvement, including the redesign, of the general education program and of individual components of that program;

6. Perform such other duties as the UCC may prescribe. Recommendations regarding policy changes shall be forwarded, together with a written statement of the rationale for such changes, to the UCC for further action.
GEC Tasks—Spring 2011
February 10, 2011

Short-term (by end of spring semester)
  Management
  Create timeline, tasks, and objectives necessary to meet HLC accreditation concerns
  Alignment
  Review accreditation guidelines for commonalities
  Assessment
  Collect baseline data (syllabi, courses taught, by whom, etc.)
  Identify and correct missing data in course x goals table
  Review assessment reports submitted March 1 (per university-wide request sent 12/14)
  Communication
  Meet with administrators and faculty groups for feedback
  Establish a distribution list
  Complete the content for the web page
  Obtain/create electronic records
  Establish GEC database
  Initiate regular contact with G.E.-related faculty, staff, and instructors
  Complete and post version 1.0 of the GEC Working Rules

Mid-term (by the end of fall semester)
  Alignment
  Review syllabi and check for goals, assessment procedures, outcomes, etc.).
  Create GE curriculum map. Use syllabi or ask majors/programs to map their outcomes to
    bacc. and general education outcomes (include the co-curriculum). How many goals
    are typically addressed in a general education class?
  Promote faculty awareness and access to resources
  Assessment
  Continue to review resubmissions
  Gather assessment data
    Establish and oversee focus groups
    Identify data sources, apply rubrics, report results

Long-term
  Alignment
  Align GE goals with baccalaureate goals
  Consider curricular changes (e.g., scientific literacy vs. prescribed courses)
  Request resubmissions based on updated goals
  Promote faculty awareness and access to resources
April 28, 2011
To: GEC
From: Greg Long, Acting Coordinator
RE: End-of-semester report

I became the Acting Coordinator for the General Education Committee in January 2011. This is a half-time position. In early February, I proposed a number of tasks the GEC needed to accomplish. The following table includes the proposed tasks and their current status.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
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<tbody>
<tr>
<td>Create timeline, tasks, and objectives necessary to meet HLC accreditation concerns</td>
<td>Not yet accomplished.</td>
</tr>
<tr>
<td>Review accreditation guidelines for commonalities</td>
<td>Data have been gathered. They are being organized for dissemination.</td>
</tr>
<tr>
<td>Collect baseline data (syllabi, courses taught, by whom, etc.)</td>
<td>All associate deans have been contacted and asked to provide copies of current syllabi. We are still missing many syllabi, especially from courses in CLAS.</td>
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<tr>
<td>Identify and correct missing course data. (Approximately 30% of the courses in the GE program do not have complete information, e.g., missing goals, assessment procedures, submission/ resubmission forms)</td>
<td>All associate deans have been contacted. Some additional information has been gathered although there are still significant gaps. Many older course submissions were apparently not kept electronically and the paper records are not readily available.</td>
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<tr>
<td>Review assessment reports submitted March 1 (per university-wide request sent 12/14)</td>
<td>Assessment reports were provided for ANTH 120, ANTH 230, COMD 100, and CSCI 205. During the second half of the semester the GEC focused their efforts on reviewing resubmissions and did not complete a review of these reports.</td>
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<tr>
<td>Meet with administrators and faculty groups for feedback</td>
<td>I met with administrators and faculty from each undergraduate college as well as various program directors during the spring semester to discuss gen. education and baccalaureate goals. Meetings were also held with Michael Day, Brad Peters, and Carolinda Douglas regarding students’ writing skills.</td>
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<td>Task Description</td>
<td>Description</td>
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<td>Establish a distribution list for general education-related faculty, staff, instructors, and administrators</td>
<td>Brian Brim is developing the distribution list for the GEC. When he finishes writing the computer program, the process for establishing a G.E.-related distribution list should be transferrable across semesters.</td>
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<td>Complete the content for the web page</td>
<td>Initial design and content are complete. Awaiting final approval from GEC before posting.</td>
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<tr>
<td>Obtain/create electronic records</td>
<td>As noted previously, requests have been sent for electronic records. No effort has yet been directed toward scanning documents for which there are paper, but not electronic, records.</td>
</tr>
<tr>
<td>Establish GEC database</td>
<td>Not yet accomplished. This will require additional expertise and support to create.</td>
</tr>
<tr>
<td>Initiate regular contact with G.E.-related faculty, staff, and instructors</td>
<td>Regular contact was predicated on the assumption that the distribution list would be ready by mid-semester. As soon as it is complete, regular contact can begin.</td>
</tr>
<tr>
<td>Complete and post version 1.0 of the GEC Working Rules</td>
<td>The initial GEC Working Rules have been created and are ready to post on the GE web page.</td>
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<tr>
<td>Review syllabi and check for goals, assessment procedures, outcomes, etc.)</td>
<td>The Student Advisory Committee on Learning Outcomes met with me twice in April 2011 to discuss general education syllabi. We reviewed a random sample of current GE syllabi. The students involved with SACLO will submit a letter to the GEC identifying their concerns and making several recommendations for a standard syllabus template. The majority of syllabi reviewed did not (a) identify the course as being within the GE program, (b) note course or general education learning goals or outcomes, or (c) tie assessment to learning outcomes.</td>
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