I. Adoption of Agenda

II. Announcements

February 16, 2012, minutes were approved electronically.

III. General Education Coordinator’s Report

A. General Education Coordinator Search Update. Coller reported that the search committee met and identified two candidates. The plan is to have the interviews in the second week of April. The GEC will be among the groups who will interview the candidates. The candidates will also meet with Birberick, the search committee, curricular deans and other similar staff, and a student group. There will also be an open forum. Coller proposed that the GEC consider what questions they would like to ask the candidates so there is a baseline of similar questions for each candidate. VanOverbeke asked if they would be making presentations and Coller responded that they would be. Committee members suggested a number of questions, which address the candidates’ thoughts on the current general education program, the future of the program, and assessment; how to address the issue of transfer students; and what are their experiences with general education. Coller will put together all the suggestions and will send to GEC members for additional feedback. Committee members suggested that the questions be sent to the candidates for their consideration prior to the interview dates. Committee members also suggested that the candidates be provided with a summary of the work of the GEC over the last few years and what are the issues that are being discussed. There was discussion regarding who makes the final decision on the position and it was clarified that is Birberick’s responsibility.

IV. Old Business

A. Assessment Plan. See V.C. below.

B. Resubmissions.

1. Follow-up. Coller reported that at last month’s meeting, 29 resubmissions in the social sciences area were reviewed, with 9 being approved with no additional requests from the
GEC, and 15 needing additional information. He also reminded GEC members to send their completed rubrics to Smith to file with the resubmissions.

2. Sociology’s general education assessment plan. Coller reported that he received permission from the Department of Sociology to post their materials to the General Education web site. He will also be asking the Department of Psychology for permission to post their resubmissions. Klonoski noted that the Department of Technology had a good resubmission last year.

V. New Business

A. Submissions for General Education credit. The courses are EPFE 321, EPFE 355, EPFE 400, and EPFE 410, from the Department of Leadership, Educational Psychology and Foundations. Committee members determined there was no conflict for VanOverbeke, who is from this department, to be present for discussions and to vote on the submissions. VanOverbeke introduced the submissions, stating that all of the courses are already in the catalog and are relatively popular. Another EPFE course, 201, is already in the general education program. Last year 24 sections of EPFE 201 were offered. All but one of the sections are small, with the larger section always taught by tenured faculty. The smaller sections are taught either by faculty, instructors, and graduate assistants. VanOverbeke added that more faculty are requesting to teach EPFE 201, so the department looked at other courses that could be part of the general education program. Coller noted that two of the submissions are for the humanities and arts, one for social sciences, and one for interdisciplinary. They are all 300 or 400-level courses, so there is an additional requirement to consider per the Academic Policies and Procedures Manual (APPM). Per the APPM, courses that are numbered 300 or above should possess certain additional characteristics. Suggested guidelines for these courses are: 1) full-time regular faculty should be assigned to teach each the course, 2) classes should be relatively small (25-30), and 3) course requirements should include a significant amount of writing. Klonoski asked about the requirement to achieve gender balance, and Coller responded that that is a guideline for all general education courses, not just for the courses numbered 300 and above. VanOverbeke confirmed that most of these guidelines are met by these submissions. Coller asked who typically takes these courses and VanOverbeke responded that there is a broad mix of students. It was noted that only one of the courses has a prerequisite and that is “Sophomore standing.” Coller asked about the assessment plan for the courses; that seems to be missing from the submissions. Gorman agreed that these submissions are all fine, but the assessment component isn’t quite complete. Discussion followed regarding the assessment plan for these courses. The submissions do note that they will use embedded assignments, but they don’t detail how those assignments will be used to assess the general education goals and what the department will do with the data once they are collected. Committee members discussed if the submissions could be approved with the suggestion that the assessment piece be reconsidered. It was suggested that what the GEC is looking for regarding the assessment of general education goals needs to be clearly communicated with the department. Gorman made a motion, seconded by Klonoski, to APPROVE FOR GENERAL EDUCATION CREDIT THE SUBMISSIONS FOR EPFE 321, EPFE 355, EPFE 400, AND EPFE 410, BUT ASK THE DEPARTMENT FOR CLARIFICATION ON HOW THEY WILL BE ASSESSING GENERAL EDUCATION GOALS. Klonoski asked if the communication with the department could include examples and GEC members agreed that is a good idea. VanOverbeke noted that these submissions were based on last year’s resubmission for EPFE 201. Motion passed unanimously. The department will have until April 13 to submit the clarifications, so they can be discussed further at the next GEC meeting. Klonoski suggested that these submissions be placed on the
general education website as examples.

1. Submission Form. The additional suggested requirement for 300- and 400-level courses was discussed, as was the need to add this requirement to the Submission Form. It was clarified that the APPM says that these requirements “should” be met, therefore they aren’t necessarily required. After some discussion, it was decided that any paper or electronic form that gets distributed should make reference to the APPM guidelines for submitting a course for general education credit, and that no other substantive change was needed for the form.

B. Revisions to bylaws and APPM: General Education duties. Coller reported that Birberick is asking the GEC to look at the bylaws and the section in the APPM that address the duties of the GEC as well as general education courses. She thought that the GEC could change the bylaws to give them more support to delete general education courses, for example, if a resubmission was not received or was inadequate or if a course hasn’t been taught for a number of years. Also, there is nothing in the APPM that addresses what happens to a course if a resubmission is not submitted or if the resubmission is incomplete. Coller added that he is just introducing these ideas and that a more thorough discussion will be held at the next meeting when Birberick will be present. It was noted that the bylaws, under duties, do state that the GEC can recommend deletions of courses, but it was clarified that the discussion for the GEC should be whether or not that language should be made stronger.

C. GEC assessment of goals B, C, and D. Coller reminded GEC members that the HLC site visit will be in 2014. Currently there is a steering committee as well as subcommittees gathering data for the self-study. Coller read from what the GEC submitted in 2007 regarding general education assessment for HLC, that goal A had been assessed, and that goals B, C, and D would be assessed in the future. That has not been done. So the GEC needs to discuss how to assess the other goals. To help with this discussion, Douglass and Birberick plan to be at the next meeting, as well as Doris MacDonald, chair of the HLC Self-Study Steering Committee. Klonoski added that it was the need to collect data that was the impetus for the attempt to collect annual assessment data from every department with a general education course.

VI. Adjournment

VanOverbeke made a motion, seconded by Gorman, to ADJOURN. Motion passed by acclamation. The meeting adjourned at 2:00.

The next meeting will be April 19, 2012, Altgeld 225.

Respectfully submitted by Donna Smith, Catalog Editor/Curriculum Coordinator