I. Adoption of Agenda

A. Wiemer made a motion, seconded by Umoren, to APPROVE THE AGENDA. Motion passed unanimously.

II. Announcements

A. Electronic approval of minutes from September 20, 2012.

III. General Education Coordinator’s Report

A. Kolb reported that the General Education website is live and he has added Smith as a contact. He has received permission to update the Baccalaureate Review website and is working on that. He has started to meet with all the deans and those meetings should be completed by the next GEC meeting.

IV. Old Business

A. Assessment Plan.

   1. University Assessment Panel (UAP). Kolb reported that he and Birberick presented the General Education Status report to the UAP and they responded with a memo outlining what the GEC needs to do and when. Two points: 1) a searchable database for the courses that underwent re/submission applications during 2007-2011 and 2) a structured assessment plan are needed by December 15, 2012. A third point, description of completed assessments and data from these assessments in a follow-up report is due by June 1, 2013. Morris added that because the HLC visit is coming up, the GEC needs to provide as much detail as possible on general education courses. Coller asked what goes in the database and Morris responded that it should be the re/submissions for each general education course, including syllabi. It was clarified that the data the GEC provide need to address the current general education goals, not the new baccalaureate goals and student learning outcomes. Kolb reported that he and Gorman have discussed what needs to be done; they can take care of some of the requirements, but will need GEC help with some of the other items. Kolb will be working on the database, but may need GEC members to be the contacts for collecting data in their colleges. Regarding the structured assessment...
plan, in the status report there were areas mentioned where data can be collected: Collegiate Learning Assessment (CLA), Undergraduate Research and Artistry, Undergraduate Research Apprenticeship Program (URAP), USOAR, Honors capstone projects, and Themed Learning Communities (TLC). The GEC needs to pursue those areas for data. Morris noted that the University Writing Project is also a good source of data. She added that many of the areas mentioned above weren’t developed with general education in mind, so any data may not be direct assessment of general education.

Discussion followed regarding exactly what data could be collected from these areas (e.g., judging rubrics from Research and Artistry and results of the CLA). It was decided that Gorman should contact the staff responsible to find out what data are available, and then will ask GEC members to help collect data. Morris noted that when GEC members are working with data collection tools and they see an opportunity to add an item directly related to general education, they should make those suggestions.

2. Assessment of goals B, C, and D. See discussion above.

3. University Writing Project (UWP). Morris explained that faculty participating in the UWP submit student work from upper-division courses. Papers are scored by a team of English professors using the same rubric. She noted that they have started a pilot program to also evaluate papers written in Spanish. Morris pointed out that the papers overall are good. She added that in the past, the scores for presentation have been consistently below meeting expectations, and this continues to be an issue. Presentation includes, grammar, spelling, usage, in addition to writing concisely. She would like to breakdown the presentation score further to see where exactly students aren’t meeting expectations. Klonoski asked if it was possible to use the UWP to mine data for general education and Morris responded that even though the papers submitted are from upper-division courses, there could be papers that address general education goals. Morris said that she will discuss with the UWP reviewers the possibility of considering which papers also address general education goals. She also encourages all faculty who teach upper-division courses to participate in the program.

B. Resubmissions.

1. Kolb reported that all the resubmissions for the Sciences and Math area have been received with the exception of two courses in Biology and all of the courses in Physics. He has followed-up with those departments. One of the Biology courses, BIOS 104, is going to be deleted. For the other one, BIOS 107, Kolb read from a memo addressing the fact that this course was just added to the catalog for general education credit and due to lack of faculty availability, has yet to be taught. Therefore there are no assessment data for this course, but the department wants to keep it in the general education program. Klonoski suggested that the memo be filed with the rest of the Biology resubmissions with a note from the GEC that they have accepted the correspondence from the department regarding BIOS 107. Committee members agreed. Kolb reported that he also spoke with the chair of the Department of Physics and they are working their resubmissions and Kolb told them to submit in time for the next GEC meeting (November 15). Committee members suggested he follow-up with a formal memo.

2. PHIL 205. The GEC was to calibrate the rubric with this resubmission. But since they went through the resubmission rubric with the two new submissions (see below), this course will be assigned to a subcommittee.

3. Subcommittees. It was explained that due to the number of resubmissions that are received, a smaller number get assigned to a subcommittee for review. Those assignments should be forthcoming in the next week.

C. Revisions to Bylaws and APPM.

1. Bylaws. The GEC briefly discussed the additional changes that were made to the bylaws.
Coller made a motion, seconded by Klonoski, TO APPROVE THE CHANGES TO THE GENERAL EDUCATION COMMITTEE BYLAWS (APPENDIX A). **Motion passed unanimously.**

2. APPM. The GEC discussed the additional changes that were made to the General Education section of the Academic Policies and Procedures Manual (APPM). Klonoski asked if procedures for removing a course should be added and it was decided that those procedures should be added to the GEC working rules. Some minor changes were made.

Umoren made a motion, seconded by Wiemer, TO APPROVE THE REVISIONS TO THE APPM, SECTION III, ITEM 3 (APPENDIX B). **Motion passed unanimously.**

D. Vibe. Using Vibe to post documents seems to be going well so far. Kolb added that it will be good to have a place where documents can be archived electronically.

E. General Education Revision. Kolb reported that Birberick has spoken with Provost Alden and he has drafted language for the charge to review the general education program. Kolb and Birberick have also identified potential members of the Vision Committee, who will represent all the university constituencies. The plan is to have some general proposals to present to the university community by Fall, 2013.

V. **New Business**

A. Submissions for General Education Credit.

1. CLCE 100. Committee members noted that no assessment rubric or syllabus was provided. Vander Schee pointed out that the submission states that these are in an appendix, but Smith said that the GEC received everything that she received. Coller said that the submission itself was impressive. The GEC proceeded to go through the submission using the resubmission rubric. Klonoski asked if the goals should be more specific rather than just goal A, which has four subdivisions. The GEC decided to ask for the assessment rubric and syllabus for the course before approving the submission.

2. POLS 251. The GEC went through this submission using the resubmission rubric. It was noted that there is no syllabus with this submission, but Coller responded that he did receive one during correspondence with the department about the submission and he will provide the syllabus to the GEC. Requiring writing as a prerequisite was discussed. Morris said that most students take ENGL 103 and ENGL 104 as freshmen, but some do not. Also, some students may be taking this course in the same semester has ENGL 103 or ENGL 104, so it would be very difficult to require writing experience prior to taking POLS 251. She added that she hopes instructors of general education courses are sending their students to the Writing Center for assistance. Discussion followed regarding whether or not multiple sections of the course were adequately addressed in the submission and it was determined that they are. Umoren made a motion, seconded by Luo, TO APPROVE THE SUBMISSION OF POLS 251 TO THE GENERAL EDUCATION PROGRAM PENDING RECEIPT OF A SYLLABUS. **Motion passed unanimously.** [Note: The GEC has since received the syllabus.]

3. ARTH submissions. Since there are eight ARTH submissions, they will be assigned to a subcommittee for review.

B. Course Revisions. Kolb noted that the only thing being revised with these courses is the designator. Klonoski made a motion, seconded by Coller, TO APPROVE THE CHANGE OF IDSP 200, IDSP 202, AND IDSP 211 TO BKST 200, BKST, 202, AND BKST 211. **Motion passed unanimously.**
C. Working Rules. Kolb reported that he added a statement to the General Education website that the GEC has a set of working rules. There are still some areas of the working that need more information and revision. This will be presented to the GEC at the next meeting.

VI. Adjournment

The meeting adjourned at 2:50.

The next meeting will be November 15, 2012, Altgeld 225.

Respectfully submitted by Donna Smith, Catalog Editor/Curriculum Coordinator
Appendix A

GENERAL EDUCATION COMMITTEE (GEC)
(Bylaws, Article 14.63)

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. Student 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. Make suggestions Recommend to colleges and departments regarding improvements that can be made to in the general education program curriculum;

3. Review and approve or deny additions of new courses, or catalog modifications, revisions, and deletions of courses which are a part of the general education program curriculum;

4. Review resubmissions of general education courses, evaluate assessment procedures and data, and recommend either continued inclusion in or removal from the general education program;

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

6. 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.
Appendix B

Operating Procedures for Curricular Items
Section III. Item 3.

B. General Education (Approved by Undergraduate Coordinating Council, September 2, 1993)

1. The following criteria will be considered by the General Education Committee when determining whether a course should be included as a general education offering:
   a. All departments submitting courses for consideration to be included for general education credit shall follow the format for "Submission of Courses for General Education Credit" (see Section III, Appendix D) specified by the Undergraduate Coordinating Council.
      All departments submitting courses for reconsideration to be included for general education credit shall follow the "Resubmission of Courses for General Education Credit" (see Section III, Appendix D) specified by the Undergraduate Coordinating Council.
   b. Courses should include not only descriptions of facts and theories but should engage students in their analysis and interpretation.
   c. Both breadth and depth of course coverage are desirable.
   d. As far as is feasible, general education courses should attempt to achieve gender balance in knowledge presented by incorporating female as well as male experiences and treating both experiences as authentic and significant.
   e. As far as is feasible, an attempt should be made to achieve ethnic minority balance in knowledge presented by incorporating Black, Hispanic, and other ethnic minority experiences and promoting recognition of ethnic minority achievements.
   f. Courses that are numbered 300 and above should possess certain additional characteristics. Suggested guidelines for these courses are:
      1. Full-time, regular faculty should be assigned to teach the courses.
      2. Classes should be relatively small (25-30).
      3. Course requirements should include a significant amount of writing.
   g. Course proposal must be accompanied by a statement describing how the course will be monitored to ensure that it continues to meet the requirements outlined above.
   h. Courses in one of the five areas in the general education program will be reviewed through the general education resubmission process each year on a rotating basis. Courses to be continued will be approved until the year following the next review, when their efficacy must be demonstrated for continued inclusion.
   i. New courses will be approved until the year following the next regular review cycle.
   j. Approved new courses will participate in the regular review cycle.
   k. Any resubmitted general education course not complying with approved by the General Education Committee’s resubmission process is subject to removal from the general education program.
2. Distributive studies area guidelines
   a. Humanities and the Arts—In addition to courses taken in other departments, foreign language courses are appropriate provided the foreign language component is used as a tool for acquiring humanistic knowledge, and skill in the foreign language per se is not the sole basis for evaluating the students.

3. Use of permits
   a. Entry into general education courses is not to be controlled by the issuing of permits to selected students except as follows:
      1. Honors sections of a general education course, although general education courses may not be offered exclusively for honors students.
      2. Educational Services and Programs (ESP) sections of core courses in English and Communication Studies.
      3. English as a Second Language (ESL) sections of core courses in English.
         Under unusual circumstances, other exceptions will be considered on an individual basis by the General Education Committee (GEC) and reconsidered during the established general education course review. Where necessary, numerical limits may be imposed upon general education courses by following the usual registration procedures. (approved by UCC 2/13/92)
   b. Approval period
      a. Courses in one of the five areas in the general education program will be reviewed each year on a rotating basis. Courses to be continued will be approved until the year following the next review, when their efficacy must be demonstrated for continued inclusion.
      b. New courses will be approved until the year following the next regular, five-year review.