**Gen Ed Committee Meeting**

**April 24, 2012**

**3:00 p.m.**

**Graduate School Conference Room**

Present: Sue McLarry (NHP); Josie Welsh (Assessment); Dan Marburger (BUS); Myleea Hill (COM); Lance Bryant (ED); Temma Balducci (FA); Jerry Ball (HSS); David Levenbach (HSS); Phyllis Pobst (HSS); Tanja McKay (SCOM); Chris Collins (Secretary, AAR)

Absent: Lynita Cooksey (AAR); Rick Clifft (Engineering); Rebecca Oliver (Honors); Phyllis Pobst (HSS); Cecil Clark (Military Science); Timothy Norman (Military Science); Jeff Jenness (SCOM); Jill Simons (UC)

Meeting was called to order at 3:00 p.m. by Sue McLarry, Chair of Gen Ed Committee.

The committee reviewed and discussed the minutes of April 12, 2012. The following corrections need to be made: Tanja McKay shows as present and she was absent; last sentence on first page should read: “How is resulting data not date….”. David Levenbach moved to approve the minutes with the corrections, seconded by Myleea Hill. All approved. Minutes were approved with corrections as stated above.

Discussion of the “General Education Course Review – Submission Form”

Take the quotation marks out of the first paragraph; delete the website citation; and leave four years but take off the highlight. Chris was charged with making the change on the website to “four” instead of “three”.

On the General Education Goal listed on the first page – put in this section whichever goal is being assessed.

Discussed preparing a template and put in which outcome the department wants to assess.

Discussed preparing a letter to be sent to the Department Chairs?? (Radio-TV/Journalism)

David Levenbach moved to make sentence read: “Current syllabus which represents the core content currently taught across all sections of the course.” Seconded by Phyllis Pobst. Discussion ensued.

Make the following changes:

1. Academic Year of Review – DELETE

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1. Title of Course – make this #1
2. Brief course description as it appears in the bulletin – make this #2; delete “brief” and add “the Undergraduate Bulletin” with the “B” in the word bulletin capitalized and the words “Undergraduate Bulletin” italicized. So this reads: “Course description as it appears in the *Undergraduate Bulletin*”
3. Indicate all prerequisites – make this #3
4. Course Frequency (e.g. fall, spring, summer) – make this #4
5. The Department has assessed the following outcome for all sections of this course (check only one) - list the outcome next to the box symbol – make this #5

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1. Department Chair or Department Assessment Coordinator – make this #8 (after first two bullets of second page are added to this list)

Second page of form:

First sentence, delete “summary” and make sentence read: “Please attach to this form an Assessment report including the following:”

First bullet should read: “Identify the core content currently taught across all sections of the course” – discussed this in length whether the word “identify” should be put in the statement. “Core content currently taught across all sections of this course”

Move the first and second bullet to the first page of statements.

Third bullet - delete “[or of students in all sections of the course]”.

Fourth bullet – delete “…are or…” and “continuously”.

The questions at the bottom of the second page should be put on a separate page; spell out Bb; delete “Learn” from the first question.

At bottom of second page put:

“Please submit a copy of every syllabus with faculty identifiers removed. If a faculty teaches more than one section of the course using the same syllabus and delivery method, a single syllabus may be submitted”

Sue McLarry will update the form and send out to the committee for email vote. The information on this form is due by December 2012.

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Discussed briefly the General Education Goal Assessment Timeline. Goals #2, #4, #5 and #9 need to be deleted. Oral Communication needs to be moved to #1 and ANTH 2233; GEOG 2613; HIS 1013 and HIST 1023 needs to be moved to #7.

Sue McLarry will send out an email regarding next meeting date and time.

Meeting adjourned at 4:25 p.m.

Submitted by

Chris Collins

Assistant to AVC for Academic Services