**Gen Ed Committee Meeting**

**October 23, 2012**

**3:00 p.m.**

**DCED - Kathy White Conference Room #203**

Present: Sue McLarry, Gina Hogue, Rick Clifft, Jill Simons, Gary Edwards, Temma Balducci, Chris Collins, David Levenbach, Tanya McKay, Jerry Ball, Jeff Jenness, Dan Marburger, Josie Welsh, Rebecca Oliver, Bill Humphrey, Linda Clark, Cecil Clark

Absent: Karen Yanowitz

Sue McLarry called the meeting to order at 3:00 p.m.

**Course Review Submission Form**

Sue McLarry told the committee that this form was sent out via email back in May and 8 voted yes out of 13 voting members to approve the form. Sue asked if anyone had any discussion regarding the form.

The GE Course Review-Submission Form is for Comp I and Comp II and Oral Communication~~s~~ this year. Goal and Course outcomes on the form will change next year for the next courses and departments being reviewed.

Bill Humphrey suggested that “Assessment Coordinator (if appropriate)” should be on the bottom of the form by the signatures for Department Chair and Dean and just delete #8. There was a consensus by the committee to this change.

**GE Course Review-Curriculum Mapping Inventory**

Jill asked about the question on “About how many pages of writing does this course require per semester”. She said she would like to know which courses this applies. Josie indicated according to Arum and Roksa in *Academically Adrift* that 20 pages of writing is related to critical thinking and it doesn’t matter which courses.

David Levenbach felt that there should be a Disclaimer at the top of the form to indicate the Gen Ed Committee is cooperating with the Assessment Committee.

Bill Humphrey commented that there needs to be other options for students to get assistance on writing. The statement “Does this course encourage/require use of ASU’s writing center?” should say “Does this course encourage/require use of ASU’s writing center or college specific writing center”.

Jerry Ball motioned to approve this statement, Bill Humphrey 2nd the motion. All were in favor. Motion passed

**GE Education Course Review-Evaluation & Feedback Form**

Italicized portion (2nd sentence) of the Evaluation & Feedback Form under **Assessment of General Education Goal – Communicating Effectively:** should be changed to reflect the latest student learning outcome approved for Communicating Effectively. It should read: “Student will be able to construct and deliver a well-organized, logical, and informative oral and written presentation, accurately documented, that demonstrates proficiency in standard American English.”

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Bullet #4 -Level of education of instructors for this course complies with "Faculty Handbook requirements" NOT HLC requirements. ADHE also has requirements for faculty teaching lower level courses.

Bullet #1 of second section of first page:

"One of the above student" .. should read: "The above"

State Requirement for teaching Gen Ed classes - (Dr. Hogue will check on this)

Sue indicated that we would bring the Evaluation & Feedback Form back at next meeting.

The General Education Program on page 81 of the Bulletin:

There are 5 goals and we are doing “communicating effectively” now. We need to complete the review of the courses in 4 years.

Discussion of possible schedules for completing the five goals in four years followed.

Goal 1 & 2 - spring/fall 2011 and spring/fall 2012

Goal 3 - spring/fall 2012 and spring/fall 2013

Goal 4 - spring/fall 2013 and spring/fall 2014

Goal 5 - spring/fall 2014 and spring/fall 2015

**COLLECT DATA ON:**

FALL 2012 - COMM - DUE FIRST WEEK OF JANUARY when we come back to campus but can turn in before we leave in DECEMBER.

SPRING 2013 - MATH

FALL 2013 - FINE ARTS & HUMANITIES

FALL 2014 - SOCIAL SCIENCES

FALL 2015 - SCIENCE

FALL 2016 - COMM & MATH

Discussion of a few logistics of the review ensued.

Go back to college/dept and ask if they want to review each course individually or as a group? But if we do that, will the forms we just approved have to be changed? Assess everything but when evaluated do as an aggregate for the goal.

**EVALUATION & FEEDBACK FORM**

Last three boxes and wording need to be highlighted

Need to put a sentence at the bottom of the page – “Is available for review and can be found at....”

Sue will send forms to AAR after they are cleaned up and have them send out to the Department Chairs and copy the Deans.

Will have Oral Communications, English Comp I & II (Goal 1) and then add Math (Goal 2) – Jeff Jenness will see if they can do Math by December. Need syllabus of current semester.

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Sue will get submission form together for Jeff for Math.

Bill Humphrey moved to approve revised schedule, Jerry Ball 2nd. All approved.

Goal 1, Communicating Effectively & Goal 2, Using mathematics - Fall 2012

Goal 3, Developing a life-long appreciation for the arts and humanities - Fall 2013

Goal 4, Developing a strong foundation in the social sciences - Fall 2014

Goal 5, Using science to accomplish common goals - Fall 2015

Sue indicated that we would discuss the following at the next meeting:

Need to look at the Associate Degree Gen Eds. Need to wait on this because ADHE is looking at this at their meeting on Friday, October 26th.

Look at microbiology

Next meetings are scheduled for:

October 30 3:00 p.m.

November 27 3:00 p.m.

December 4 & 11 3:00 p.m.

Meeting adjourned at 4:40 p.m.

Submitted by:

Chris Collins

Assistant to Associate Vice Chancellor for Academic Services