Gen Ed Committee Meeting

February 24, 2011

2:00 p.m.

Graduate School Conference Room

Present: Sue McLarry (NHP); Lynita Cooksey (AVCAA); Josie Welsh Assessment); Dan Marburger (BUS); Tom Adams (ED); Rick Clifft (ENGR); Dale Miller (FA); Rebecca Oliver (Honors); Phyllis Pobst (HSS); Tanja McKay (SCOM); Jill Simons (UC); Chris Collins (Secretary – AAR)

Absent: Bill Humphrey (AG); Chris Harper (COM); David Levenbach (HSS); Jeff Helms (Military Science); Jeff Jenness (SCOM)

Meeting was called to order at 2:10 p.m. by Sue McLarry, Chair of Gen Ed Committee.

Minutes were reviewed by committee. Motion was made by Jerry Ball to approve minutes as is. Second was made by Rebecca Oliver. Motion carried, minutes approved.

David Levenbach was out of town and Chris Harper was at another committee meeting.

Committee reviewed and discussed the Gen Ed Course Review Template:

Capitalization in document needs to be consistent or lowercase. Committee agreed to use lowercase.

Remove “Using Technology” and “Understanding Interdependence” in Box 2 & 3 in 2nd column related to technology – no courses attached to this

#12 How will the “Gen Ed learning outcome(s) associated with the goal above be measured or assessed” (#12 refers to #11) Goals and Outcomes need to be outlined.

#11 – “Considering the General Education Goal identified in #3, what will student who meet this goal **know** or **be able to do** after this course?”

#6 – Need boxes for how often taught and request representative generic syllabus to include: (faculty can add their own piece).

Question was raised as to who will be using this form. This form will be used by the Gen Ed Committee.

Provide a representative textbook title. Need common similarity within department. EX: 10 different textbooks for same course. This will raise the question of why? Give justification for using different textbook.

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Lynita Cooksey indicated that she will be working on getting a website for Gen Ed. set up. Put template in pdf writable format so it can be written in. Motion was made by Sue McLarry to have website, J. Hall moved to have this website, Dale Miller 2nd. Motion carried. Lynita will have Tracy McMasters work on this website.

#5 – Insert “Are there any prerequisites or test scores”

#12 – How will Gen Ed Goals and associated outcomes be assessed?

Move #3 before #11 making it #10

#7 – Please provide a representative syllabus which provides……..

 Remove “as”, “for”

\*\*New Special Course Proposal – fix #16 sentence. “The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course”

Delete Gen Ed Committee Chair (if applicable) on top of 1st page of form.

Add Academic Affairs & Research

Dr. McLarry will make corrections to the template and send out electronically to vote on this. The template will be effective in Fall 2011.

1. Next is to look at data from critical thinking and communication. Dr. Cooksey – do we need a premade rubric for writing or keep our own.
2. \*\*Dr. Cooksey discussed that in the catalog in Gen Ed it indicates that students need to complete courses in 40 hours etc. – can’t enforce – if we are not going to enforce then should it be removed? Bring document to next meeting highlighting what needs to be removed.
3. Broad Gen Ed Assessment – Electronic Eraton – Critical Thinking – we are supposed to make recommendations to Provost.

Committee discussed follow up meetings for March:

 3/03/11 – Sent Bulletin Page and form – electronic meeting

 3/10/11 - Meeting cancelled

 3/17/11 – Next meeting

 3/31/11 – Determine if we need an April meeting

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Dr. Cooksey asked Chris to let Jeannie know that the PRT Calendar needs to match the new academic calendar for 2012.

Meeting adjourned at 3:25 p.m.

Submitted by:

Chris Collins

Assistant to AVCAS