

General Education Council

2017-2018 Academic Year

Agenda, for the meeting on Tuesday, February 27, 2018, in ELL205 at 3:30 P.M.

1. Call to order
2. Review and approve the minutes of the previous council meeting – **See Attachment A**
3. Remarks by Co-Chairs – Dean James Mike, Dr. Kirk Moll
4. Old Business
 - a. Reports from our Standing Committees
 - i. Assessment (Dr. Dudley Girard)
 1. Minutes from 1/31 – **See Attachment B**
 - ii. Budget (Dr. James Hamblin)
 1. Minutes/Notes from 2/9 – **See Attachment C**
 - iii. Entry Year Experience (Dr. Steve Burg & Dr. Laurie Cella)
 - iv. Program (Dr. Bergsten)
 1. Minutes from 1/25, 2/6 – **See Attachment D, E**
 2. Expedited Course Proposals (S:\Public\Employee\UCC\2017-2018 New Proposals\GEC Expedited Forms)
5. New Business
 - a. Brief Report from Association of American Colleges and Universities – 2018 General Education and Assessment Conference – Philadelphia, Feb. 15-17 – Dr. Moll, Dr. Cella, Dean Mike
6. Announcements
7. Call to Adjourn

Attachment A

MINUTES

General Education Council, 3:30 PM January 30, 2018, ELL 205

- I. Dr. Kirk Moll called the meeting to order at 3:40 pm in ELL 205. Attendance at the meeting included: J. Mike, J. Delle, N. Hill, S. Bergsten, D. Girard, D. Kalist, E. Galioto, L. Cella, S. Drzyzga, A. Feeney, D. Birsch, M. Ramsey, J. Hamblin, R. Lesman, M. Lucia, K. Shirk, M. Greenberg, A. James, B. Denison, B. Wentz, S. Jirard, W. Kubasko, S. Forlenza, J. Clements, H. Liu, K. Johnson, J. Smith, and S. Burg.

- II. Dr. Shirk motioned, seconded by Dr. Hamblin to approve the November 28, 2017 minutes. No corrections were made and the motion passed unanimously.

- III. Remarks by co-chairs-Dr. Mike congratulated everyone on the momentous task accomplished but reminded everyone that now is the time to implement the program change and it will be a busy semester. People should feel excited to be part of this group. The energy for the first year experience is overwhelming and the committee hosted a great event over the weekend. General education is the foundation of our student's experiences, and although we have reduced the number of credit hours in the program, it is still the single largest component of their education. Dr. Moll reminded everyone that proposals for the expedited process for UCC need to be submitted by February 16th to ensure that we have courses in place for the fall program and that they are appropriately tagged when new students schedule. He asked everyone to remind department chairs to fill out the forms and send them as email attachments to UCC. A question arose on the expedited process and if it will only be a onetime shot, or if existing courses can use the same UCC expedited proposal at a later date. Dr. Hamblin motioned, seconded by Dr. Drzyzga, to cut of applications with the February 16th deadline. All were in favor, with the exception of one nay vote, and the motion passed. It was also clarified that students cannot double count general education courses towards their major courses, but they can double count towards a minor.

- IV. Old Business
 - a. Assessment committee-Dr. Girard, reported that they met on Dec 5, 2017. The committee plans to finish the Category E assessment report but that will be the last assessment of the old program. In the spring they will start the assessment schedule of the new program. It was clarified that departments should collect and report data every year, but the committee will review specific categories every several years.
 - b. Budget committee-Dr. Hamblin reported that they had not met in person, but they received one proposal which they circulated via email. The proposal came from Dr. Shane who has received similar funding in the past. The committee recommended funding the proposal for \$800. All were in favor and the motion passed. It was reiterated that the committee would like a remaining budget at each meeting.
 - c. Entry Year Experience committee-Dr. Burg and Dr. Cella, reported that after the new program proposal passed they were able to design a syllabus, recruit faculty to teach, and establish a series of guidelines for the UNIV 101 course. They have about 45 people

interested in teaching the course. With the projected numbers of incoming freshman they expect that 65 sections will be offered. Javita Thompson has been instrumental in helping build relationships between course curriculum and student affairs. The President has created a position and given office space to support UNIV 101. This past weekend they held a retreat and were motivated by the energy, but reminded everyone that there is still more work ahead.

- d. Program committee-Dr. Bergsten reported that they met this past week and reviewed three proposals. Exercise science had resubmitted their proposal. UCC proposal 17-72 is to include Life Style Management in category E. The vote was close (3 in favor, 2 opposed, 2 abstentions) but the program committee recommended this proposal. A discussion arose addressing the course objectives and determining if they meet the assessment goals. Dr. Forlenza motioned, seconded by Dr. Clements to end discussion, the motioned carried. A vote of 18 in favor, 3 opposed, and 4 abstentions were counted in a hand raised vote. The motion to support UCC 17-72 passed. UCC 17-73 similarly places Stress Management in category E. This vote had 16 in favor, 2 opposed, and 7 abstentions. The motion to support UCC 17-73 passed. The committee motioned to accept UNIV 101 into Foundation in the new program. All were in favor and the motion passed.
- V. Dr. Moll ended by informing the group that the Provost was sending a few members of GEC to a General Education conference. They will report back to the group.

The meeting adjourned at 4:49 pm.

Minutes submitted by Alison E. Feeney

GEC Assessment Committee Meeting Minutes
Wednesday, January 31th, 2018, 2:00pm, MCT 156

Present: Kirk Moll, Lance Bryant, Dudley Girard, Robert Lesman
Secretary: Robert Lesman

Lance and Dudley agreed that the assessment report feedback form needs to have its wording and format corrected to allow for multiple learning objectives per course. It was agreed that forms with the learning objectives for the new program can be made up ahead of time. Future use of TRACDAT to collect assessment data was discussed.

Lance reported that he has collected data from the old program from Anthropology, Sociology, Philosophy and Psychology (in process). Rob agreed to look at the Psychology data. Dudley has processed HIS 106, Ethnic Studies and Geography, and Computer Science is in process. Category C has been deferred.

When the expedited course proposals are received (by Feb. 16), we can see what programs will need to be assessing what goals. The need for a meeting to happen for each of the fifteen goals has been discussed with program committee. Some goals will be simpler, in terms of number of departments and courses, than others. Lance discussed the problem that some departments are under the impression that they only have to assess once every four years, whereas they actually have to report data, hopefully via TRACDAT, each year, and data will be reviewed by the assessment committee once every four years, on a set schedule. The meetings for each goal will go into depth with calibration and assessment. Program Committee and Assessment Committee should collaborate in structuring these meetings.

GEC Budget Discussion

These are my notes from the meeting of the GEC Budget Committee on Friday, February 9, 2018 at 1:00pm.

We discussed the following potential “pots” of money that might be included in a GEC Budget:

- Big FYE Event. In the past, a large portion of the GEC grants program was allocated to a big event geared towards first-year students. With the UNIV 100 course coming online in Fall 2018, it might make sense to pre-allocate funds for an annual event. This would facilitate planning and organization of the event.

Question: Should the GEC budget contain **all** of the necessary funds for the event? In the past, the GEC portion only covered part of the event, with the rest coming from other campus sources.

- GEC Grants Program. Once the funds have been allocated for the Big FYE Event, there should be sufficient remaining funds for other Gen Ed grants like the ones that have been funded in recent years.
- Professional Development. In recent years, the Provost’s Office has paid for various GEC officers to travel to professional conferences related to general education. Should the GEC budget contain a pre-determined amount of funds to cover these types of expenses?
- Training/Consultants. Should the GEC budget contain funds to bring in outside consultants for on-campus events? These funds could also include smaller-scale “lunch and learn” or similar training events run by GEC and its membership.
- Testing/Assessment. Should the GEC budget contain funds for student assessment, including the NSSE, CLA, or similar standardized assessments?
- Smaller-scale expenses. Should there be funds set aside for smaller-scale Gen Ed expenses? This could include educational supplies, vehicle transportation for class-related events, etc.
- Supplies. Should there be funds for supplies, including photocopies?

Another big question is: Who makes the budget decisions? Certainly we don’t necessarily want the entire GEC to be consulted every time funds are needed, especially if the budget includes things like photocopies.

Next Steps

Once we have decided which items should be included in the budget, we should work to propose appropriate numbers for each “pot.” We should look at how much has been spent on these various activities for the past several years. This will help us find a good “ballpark” for each category of funds, as well as justifying the need for those funds.

After that, I assume we would need to get the proposal approved by GEC and then submitted to the Provost?

Minutes

Program Committee of the General Education Council Meeting, 1/25/2018, 3:30 pm, FSC 248

The meeting was called to order by Dr. Sherri Bergsten, chair of the GEC Program Committee. The meeting was attended by Program committee members, Sherri Bergsten, Michael Greenberg, Kate Shirk, Karl Lorenz, Brian Wentz, Jennifer Clements, Doug Birsch, Alice James, Kirk Moll and Scott Drzyzga. In addition, guests Jim Delle (ex-officio member) Steve Burg, Laurie Cella, Sam Forlenza and Sally Paulson attended the meeting.

1. Approved the minutes from 11/21/17. Moved to approve by Shirk and seconded by Bergsten. 5 approved, one abstain.
2. UCC proposals for review:
 - a. UCC proposal 17-72. Exercise Science 200 Lifestyle Management being moved to Category E. Open discussion. Vote: 2 yes, 2 no, 2 abstain, Sherri Bergsten votes 1 to break the tie. Final vote 3 in favor, 2 abstain, 2 no.
 - b. UCC proposal 17-73. Exercise Science 207 Stress Management being moved to Category E. Open discussion: 3 in favor, 2 no and 1 abstain.
 - c. UCC proposal 17-119. UNIV 101 new course: Shirk move to recommend the course with minor revisions Clements seconded. 6 unanimous.
3. Schedule GECPC meetings for the semester: tentative Feb 15th meeting to review proposals, Feb 20th 3:45-7pm extended meeting for reviews. Dates will continue to be the 1st and 3rd Tuesday.
4. Plans for Expedited Review (to begin Feb 16): Idea shared that one committee member will take the lead on 2 groups. We will plan that out in the next meeting.
5. Discussed the assessment committee recommendations for changes.

Respectfully submitted,
Jen Clements
GEC-PC Program Committee

FINAL APPROVED 2/6/18

Minutes

Program Committee of the General Education Council Meeting, 2/6/2018, 3:45 pm, FSC 248

The meeting was called to order by Dr. Sherri Bergsten, chair of the GEC Program Committee. The meeting was attended by Program committee members, Sherri Bergsten, Michael Greenberg, Brian Wentz, Jennifer Clements, Doug Birsch, Alice James, and Kirk Moll.

1. Minutes from 1/25/18: Alice James moved to approve with second from Michael Greenberg. All were in favor.
2. Summary of UCC meeting on 1/31/18 about expedited review process: Once the courses are approved by GEC, the UCC would like us to present this as a program revision (submitting as a block). Implications: from this point forward when new classes come in we will need to do a program revision, with perhaps a one time a year program revision adding all the classes.
3. Plans for expedited review, including deciding which members will take the lead for each program goal: Suggestion that all committee members review all proposals, give an assessment as approved, approved with reservations or not approved. Then in our committee meeting, we will only have to review any that have reservations or not approved for further full committee discussions. Jen will create an excel file and email to members with the title of the course and the tag requested on Friday once courses are submitted to UCC. Reviews will be sent to Jen by Monday 19th by 5pm. Committee members who will take the lead on certain goals:
 - a. Foundations: Sherri
 - b. Diversity: Jen
 - c. Global: Alice
 - d. Foreign Language: Alice
 - e. Citizenship and Society: Mike
 - f. Ethics: Doug
 - g. Reasoning: Doug
 - h. Natural: Kate
 - i. Technology: Brian
 - j. Literature: Margaret
 - k. Art: Margaret
 - l. Creativity: Jen
4. Draft language to revise UCC policy on general education (Items that need to change = 1. Gen Ed courses offered only at intro level, 2. Gen Ed courses available to all students with majority coming from majors outside the discipline): Sherri Bergsten suggested feedback on several language changes. Committee helped draft the language during the meetings.

Respectfully submitted,
Jen Clements
GEC-PC Program Committee

FINAL APPROVED Version 2/20/18