

General Education Council

2019-2020 Academic Year

Agenda, for the meeting on Tuesday, January 28, 2019, 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) – **See Attachment B**
 - ii. Budget (Dr. Carrie Sipes)
 - iii. Program Committee (Dr. Sherri Bergsten)
 1. Update on Middle States Follow-up Report
 - iv. Entry Year Experience (Dr. Steve Burg & Dr. Laurie Cella)
5. New Business
6. Announcements
7. Call to Adjourn

MINUTES

General Education Council, 3:30 pm, November 26, 2019, ELL 205

- I. Dr. Moll called the meeting to order at 3:38 pm. Attendance at the meeting included: K. Moll, S. Bergsten, C. Sipes, T. Frielle, S. Lee, B. Culbertson, D. Girard, C. Huo, A. Vassallo, L. Cella, M. Lucia, S. Drzyzga, A. May, R. Lesman, L. Bryant, R. Lesman, M. Hartman, K. Shirk, J. Carbo, J. Mike, M. Greenberg, W. Kubasko, S. Haase, L. Eppard, B. Wentz, S. Forlenza, S. Benbow, J. Clements, J. Smith, and S. Burg.
- II. Dr. Drzyzga motioned, seconded by Dr. Sipes, to approve the September 24, 2019 minutes. All were in favor and the motion passed unanimously.
- III. Dr. Moll had no opening remarks.
- IV. Old Business:
 1. First-Year-Experience Committee – Dr. Cella shared that the schedule for UNIV 101 is just about complete. FYE is sponsoring the workshop and lecture with Joshua Eyler, author of How Humans Learn, January 13th and 14th. Dr. Cella asked if GEC would be interested in co-sponsoring the workshop. There is no need for financial contribution. Dr. Berg requested feedback from faculty and students about UNIV 101 to continue to improve the course.
 2. Budget Committee – The committee met on November 20, 2019. Dr. Sipes shared the following budget requests made to the committee:
 - I. Dr. Campbell (Art and Design) requested funds for two trips to the Philadelphia Art Museum and the National Gallery of Art, Washington D.C. The committee cannot fund the full amount due to remaining budget. The committee recommended funding the proposal at \$3,000. Discussion occurred related to alternative assignments for students who do not attend the trips. Dr. Shirk made a motioned for friendly amendment in the future a grant application will be made for one trip. All were in favor and the motion passed.
 - II. Dr. Pierce (History) requested funds for a research project on historical objects and the physical build of historical replicas. The committee recommended funding the proposal for \$396.34. All were in favor and the motion passed.
 - III. Budget Committee has no additional funds. Dr. Burg moved that GEC make a request to the Provost's Office for additional \$5,000 to fund proposals in the Spring. Dr. Carbo seconded. Discussion occurred about the trend of fund requests in the spring in previous years. Dr. Mike suggested that we frame the request to provide insights into the strategic thinking behind trips and how those trips align with the goals of FYE. Dr. Moll suggested that Dr. Sipes and Dr. Mike collaborate to create a proposal to present to the Provost's Office. 19 members were in favor, 1 member abstained and the motion passed. Dr. Sipes shared that she and Dr. Burg are beginning to meet about FYE future budgeting of trips and experiences.
 3. Assessment Committee – Dr. Girard shared that department meetings are occurring to provide course feedback. Approximately one-half of the department

meetings are completed at this point. Dr. Girard reminded the GEC members that the program goals focus areas are Quantitative, Diversity, and Historical.

4. Program Committee –
 - I. Annual GEC Program Revision - Dr. Bergsten shared the changes made to the UNIV101 learning objectives and the four new courses added (PLS359, HIS202, INT358, AAES190). All courses have already been approved through GEC. All were in favor and the motion passed.
 - II. Discussion Items: Dr. Bergsten presented a draft policy to address those departments that do not submit assessment data. The data policy was attached in the packet and reviewed with GEC. A question emerged related to the number of departments who do not submit data. Dr. Girard shared that currently one third of the programs have not submitted data. Dr. Bergsten explained that we are in year one of data collection and more departments will become engaged as the process moves to practice at the university. Discussion occurred related to the intensity or lack of intensity of the draft policy and the merits of the strengthening the language. Dr. Shirk moved to revise the draft policy. Dr. Forlenza seconded. 17 members were in favor, 3 members abstained and the motion passed. The draft policy was brought to a vote. 17 members were in favor, 1 member was not in favor, 2 members abstained and the motion passed. See the draft policy in italics below. *“If there is a course with no data for a year in which it is taught, then the department which is home to that course will receive a letter from the GEC faculty co-chair, copied to the chairs of the program and assessment committees, inviting them to a meeting to discuss assessment plans and strategies. This process shall be repeated for every year in which there are no data. Continued lack of participation may lead to recommendation for removal of courses from the general education program when the program is reviewed by GEC at the end of the four-year cycle. Any courses recommended for removal will be included in the General Education Program revision process following that four-year cycle.”*
 - V. New Business – Dr. Lucia moved that GEC co-sponsor the workshop and lecture with Josh Eyler. Dr. Smith seconded. All were in favor and the motion passed.
 - VI. Dr. Drzyzga motioned for the Budget Committee to develop new guidelines to review funding proposals. Dr. Forlenza seconded. Dr. Carbo amended the motion to include investigating all issues related to funding proposals including additional funding sources. Dr. Ulrich seconded. All were in favor and the motion passed.
 - VII. There were no announcements.
 - VIII. The meeting adjourned at 4:47 pm.

Minutes submitted by Dr. Wendy Kubasko

Meeting of the General Education Assessment Committee

Nov. 4, 2019 10:00am

Members present: Dudley Girard, Sam Forlenza, Debbie Gochenaur, Robert Lesman

1. The Category Course Assessment Report Feedback form was discussed. The process was clarified. “Strengths of the annual assessment report” should avoid any critical language. A strength might simply be that a course that is not offered is indicated as such. In the case of courses with many sections, data should be drawn from all sections. A future issue to deal with will be when data is only from certain sections. From the point of view of the committee, methods for managing large quantities of data must conform to the fact that no release time is offered for people to manage data. Efficiency in collecting useful data is key. For “Constructive feedback,” it is often necessary to indicate that more information about assignments is needed. The form question should be updated to ask for specific steps taken in response to data. Constructive feedback needed to foster assessment culture.
2. Meetings with departments were discussed. Rob Lesman will meet with History and Psychology. Steve Haase will meet with Quantitative. Sam Forlenza will meet with Geology/Earth Science and Social Work. Lance Bryant will meet with Global Languages and Cultures. Deborah Gochenaur will meet with Disability Studies and Ethnic Studies. Dudley should be present at the first meeting a committee member holds.
3. It was agreed that additional members of the Assessment Committee must be recruited for the spring due to the increase in courses to be reported on and number of departments involved.

Meeting adjourned at 10:45pm

Respectfully submitted,

Robert Lesman