

# General Education Council

2019-2020 Academic Year

## Agenda, for the meeting on Tuesday, August 27, 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)
    - ii. Budget (Dr. Sam Forlenza) – Review of Grant Proposals - **See Attachments B, C, D**
    - iii. Program Committee (Dr. Kate Shirk)
    - iv. Entry Year Experience (Dr. Steve Burg & Dr. Laurie Cella)
5. New Business
  - a. Follow-up Activities to our Successful Middles States Reaccreditation – Dr. Tracy Schoolcraft & Dr. Jose Ricardo-Osorio
6. Announcements
7. Call to Adjourn

# Attachment A

## MINUTES

General Education Council, 3:30 PM April 25, 2019, ELL 205

- I. Dr. Moll called the meeting to order at 3:36 pm. Attendance at the meeting included: S. Bergsten, B. Culbertson, C. Sipes, D. Girard, C. Huo, L. Cella, S. Drzyzga, A. Feeney, B. Ulrich, A. May, D. Gochenaur, L. Bryant, R. Lesman, M. Hartman, K. Shirk, M. Greenberg, S. Haase, K. Lorenz, B. Wentz, D. Hwang, C. Rojas, J. Chovanes, S. Forlenza, K. Johnson, J. Smith, and S. Burg.
- II. Dr. Culbertson motioned, seconded by Dr. Shirk, to approve the March 26, 2019 minutes. All were in favor and the motion passed unanimously.
- III. Dr. Forlenza suggested a correction to the agenda, which had the meeting day listed as Tuesday, not Thursday, and Dr. Shirk wanted to add to the agenda because the program committee wanted to discuss MAT 108, 109, and 110 which were overlooked in previous meetings. Dr. Moll made opening remarks and congratulated everyone for participating in Middle States. He stated that the new program revisions and the first year experience was a strong, positive aspect for the review.
- IV. Old Business
  - a. Program Committee-Dr. Shirk discussed the three math classes, 108, 109, and 110 and changes to their prerequisites. The program committee recommended these changes in December, but with snow days and other items, they were unfortunately passed over at other meetings. All were in favor and the motion passed unanimously. Dr. Shirk then discussed a New Course Proposal, AEES 190, Writing Tutoring Theory and Praxis-a course that proposes to fill Program Goal R-critical analysis and reasoning. The program committee unanimously supports this proposal. All were in favor and the motion passed unanimously. Dr. Shirk then discussed how UCC is updating their form, and to align with this form, the program committee drafted a mock form to help with the submission of new course proposals and how they are evaluated. A few points were discussed to help clarify some of the language.
  - b. Budget Committee-Dr. Forlenza reported that they had no new grants this month. The committee was waiting for a few faculty to submit their final reports.
  - c. First-Year-Experience Committee-Dr. Cella and Dr. Berg reported that they have been running faculty workshops and working overtime to get peer anchors in place for next year. They plan on meeting with Dr. Girard and Dr. Shirk to talk about assessment. They realize they need to review clarify learning objectives to both the faculty and students. It is too early to have much insights into the success of the first year experience, however initial numbers are positive and return students increased from 85% to 91% percent from fall to spring.
  - d. Assessment Committee-Dr. Girard reported that the committee met last month to talk about assessment. They are reviewing the data they received from the first round of courses in the new program and they will provide feedback in the fall. They are waiting for more data that will come in after the spring semester.
  - e. Dr. Burg – Election of officers. Dr. Burg opened the floor for nominations for Faculty Co-Chair. Dr. Johnson nominated Dr. Moll. No other names were brought forward and Dr. Forlenza motioned to close the nominations, seconded by Dr. Cella. All were in favor and the

motion passed. Dr. Moll was unanimously elected to serve as Faculty Co-Chair for the 2019-2020 academic year. Dr. Burg opened the floor for nominations for secretary. Dr. Shirk nominated Dr. Kubasko. No other names were brought forward and Dr. Drzyzga motioned to close the nominations, seconded by Dr. Culbertson. All were in favor and the motion passed. Dr. Kubasko was unanimously elected to serve as secretary for the 2019-2020 academic year. Dr. Burg opened the floor for nominations for non-voting representation at UCC. Dr. Johnson nominated Dr. Drzyzga. No other names were brought forward and Dr. Forlenza motioned to close the nominations, seconded by Dr. Shirk. All were in favor and the motion passed. Dr. Drzyzga was unanimously elected to serve as non-voting representation at UCC for the 2019-2020 academic year. Congratulations!

- V. Dr. Cella wanted to remind people of Day of Human Understanding on Wed, October 2. Dr. Moll also reported that Dr. Carter will sign the sustainable campus initiative and GEC should consider how they can do their part. Thanks for a great year! The meeting adjourned at 4:32 pm.

Minutes submitted by Dr. Alison E. Feeney

## INSTRUCTIONS PAGE

The purpose of General Education (GE) Grants is to support projects, events, and other activities that advance the objectives of the GE program. This includes off-campus excursions, on-campus performances, events highlighting the work of GE students, and other projects related to the GE curriculum.

### SUBMISSION INSTRUCTIONS

Grant applications are due by 11:59pm on the 15<sup>th</sup> of each month starting in August and ending in April, or until funds are exhausted. This will ensure that the General Education Council's (GEC) Budget Committee has adequate time to review the applications before the next full GEC meeting, held on the last Tuesday of each month. Applications received after the 15<sup>th</sup> will be considered during the following review cycle.

Direct any questions and submit grant applications (with supporting documents) to the current GEC Budget Committee Chair, **Sam Forlenza**, [stforlenza@ship.edu](mailto:stforlenza@ship.edu).

### GRANT APPLICATIONS

In order for review by the Budget Committee, submitted grant applications must contain the following items:

- Information and Summary Page: Please provide the requested information and submit a written summary of what the grant is for and what you are requesting. The summary should provide a clear description of the project/event and how it advances the learning objectives of a specific Program Goal. We also suggest describing an assignment that students will complete after participating.
- Budget Page with Supporting Documents: Complete the budget page and for each item listed, provide a written estimate from the vendor. Your proposal will **not** be evaluated without supporting documents.

The Budget Committee will review your grant based on the criteria in the evaluation rubric (see final page).

### GRANT POLICIES

- Receipts must be retained and submitted for reimbursement to your department/office secretary
- Retroactive funding can be granted up to 30 days after your event
- Faculty teaching GE courses may submit one proposal per semester
  - If multiple faculty are contributing to the same project, please submit a joint application
- Grant awards are limited to:
  - \$1,500 per GE class section (e.g., two sections of a class going to a museum are limited to \$3,000)
  - \$2,000 per project/event that encompasses multiple GE courses
  - Please note that partial funding may be awarded as the GEC nears the end of its allotted funds
- If your project/event is funded, you must submit a final report to the GEC Budget Committee Chair by the end of the semester that the project/event is held. This report should summarize the event and assess its impact on student learning. Specific guidelines will be provided with the award letter. If a final report is not submitted, you will not be allowed to apply for another GE grant until the report is received.

## GENERAL EDUCATION GRANT

### INFORMATION AND SUMMARY PAGE

Title of Project/Event: Lake Tobias Field Trip
Date of Project/Event: October 27, 2019

Your Name: Brian Ulrich	Department: History and Philosophy
Email: bjulrich@ship.edu	Phone: 717-477-1736

General Education Program Goal Supported: U
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List the GE course(s) and sections you are teaching (or will teach) that this proposal is for: <b>UNIV 101, Sections 20 and 21</b>
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If the project/event is open to the entire campus, list any additional students/populations who may be interested in attending: <b>Not open</b>
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Total Amount Requested: <b>\$ 1440</b>
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### PROJECT/EVENT SUMMARY

In your project/event summary, please include: (1) a clear description of the project/event, (2) who will or can participate (e.g., students of specific courses, open to campus community), (3) how it will support the learning objectives of the specified GE Program Goal, and (4) if there are any assignments associated with this project/event. You may start writing in the space below (continuing onto new pages as needed) or attach the summary as a separate document.

This application is for funds to take my two sections of UNIV 101 on a field trip to Lake Tobias Wildlife Park in Halifax, Pennsylvania. The date is Sunday, October 27. After Labor Day, the park is only open weekends, and almost \$800 is saved on the bus by choosing Sunday instead of Saturday. The budget request also includes group rate explorer passes for all students, myself, and both peer anchors.

This trip relates directly to two learning objectives of the UNIV 101 course, "Cultivate Academic and Scholarly Success" (CASS) and "Promote Understanding of Diversity and Social Responsibility," (PUDSR) as well as engaging with the spirit of "Engagement with the University Community." (EUC)

CASS includes "engages in academic exploration." According to the General Education Mission Statement, we want students to become lifelong learners and develop understanding within a variety of academic disciplines. My course's academic theme, "Animals and Society," is designed to show students how different academic disciplines can work together even when they may seem at first glance to be unrelated, and this trip supports that academic theme. The trip will follow reading on how we capture and display animals in various contexts and how people respond differently to different types of animals based on history, psychology, biology, and other factors. In support of the second part of CASS, regarding applying academic skills, students will apply this knowledge to observations made in the wildlife park, of the animals, the people in the park, and the park itself, producing a response paper which is still under development. The issues of these reading also touch upon ethical questions and animals as part of the environment, which relates to "social responsibility" within PUDSR. Lake Tobias is ideal for this because not only is it close and

## GENERAL EDUCATION GRANT

affordable, but includes zoo-style exhibits, a farm animal petting zoo, reptile building, and more open range where animals roam over a vast space.

EUC is described as “engage in opportunities for learning beyond the classroom,” and all UNIV 101 sections are required to have students do two out-of-class activities, which can include field trips. Such trips are intended to be not only educational, but a chance for students to bond together with their classmates, faculty, and peer anchors. This is encouraged due to research that such relationships foster retention.

GENERAL EDUCATION GRANT

**BUDGET PAGE**

For each item, attach a written estimate from the vendor or a supporting document (such as an email message) that outlines the cost. Additionally, if you are requesting less than the total amount, please state where the remaining funds are coming from.

**ITEMIZED BUDGET**

	<b>Item</b>	<b>Cost</b>	<b>Quantity</b>	<b>Amount</b>
1	Wolf's Bus Lines Shuttle Bus	\$ 924	1	\$ 924
2	Admission to Lake Tobias Wildlife Park	\$ 12	43	\$ 516
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$

**TOTAL AMOUNT OF PROJECT/EVENT: \$1440**

**TOTAL AMOUNT REQUESTED: \$1440**

GENERAL EDUCATION GRANT

**GRANT EVALUATION**  
**COMPLETED BY GE BUDGET COMMITTEE**

Date of Submission:	Date of Evaluation:
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Required Elements	Complete proposal?	Linked to GE Program Goal?	Itemized budget?	Supporting documentation for all budget items?
	Yes/No	Yes/No	Yes/No	Yes/No

	2 – Excellent	1 – Adequate	0 – Poor	Rating
<b>Quality of Application</b>	Clear and detailed description of project/event; All information provided; Free of typographical errors	Clear but general description of project/event; Details missing; Contains a few typographical errors	Unclear what project/event is; Information missing; Contains several typographical errors	
<b>Relevance to General Education</b>	Clear that proposed project fits with specified Program Goal; Explains how project connects to specific learning objectives	General links to Program Goal made; Connections with specific learning objectives not clear	How project fits with Program Goal not explained; Connections with learning objectives absent	
<b>Students Impacted</b>	Open to campus community or students across different GE courses; Students from different disciplines could benefit	Open to students across different GE courses or multiple course sections	For students in one section of one GE course	
<b>Project/Event Budget</b>	Budget for project is reasonable; Costs are essential and relevant to project	Budget is generally reasonable; Some costs not essential or relevant to project	Budget unreasonable given the project; Many expenses are not essential	
<b>Assessment of Student Learning</b>	Requires student assignment based on participation in project; Assignment described clearly and fits with project	Requires student assignment based on participation, but not described clearly or does not fit with project	Student assignment not required	
<b>Comments</b>				
	<b>TOTAL</b>			

**Recommendation:** Approve / Do Not Approve

Wolf's Bus Lines, Inc  
200 Old US Rt. 15  
York Springs, PA 17372  
Tel: 717-528-4125  
Fax: 717-528-4127

## Charter Quotation

8/7/2019

1871 Old Main Drive  
Brian Ulrich  
1871 Old Main Drive  
116 DHC  
Shippensburg, PA 17257

Dear Brian Ulrich

Thank you for requesting a quote from Wolf's Bus Lines for your Sunday, October 27, 2019 trip. The price would be \$1,268.00.

If you would like to book, we would require a \$150.00 deposit and signed contract within twenty-one (21) days of booking the charter and then the balance would be due thirty (30) days prior to the date of departure Sunday, October 27, 2019. (If the final balance due date is before the deposit due date then only the final balance due date will apply.)

Our cancellation policy is thirty (30) days prior to the departure date is a full refund. Thirty (30) days to seven (7) days prior to the trips departure date a 50% of the contracted amount cancellation fee will be charged, less than seven (7) days prior to the departure date a 75% of the contracted amount cancellation fee will be charged. If the cancellation occurs after the motorcoach departs from the terminal a 100% of the contracted amount cancellation fee will be charged.

When you charter any of our deluxe Wolf's motorcoaches, you are backed by 70 years of service and over 30 professionally trained drivers all striving to make your travel safe, comfortable and reliable. You are paying for the best, and you deserve the finest – that's why you should call the "Friendly Wolfs."

Please let me know if you would like to book this.  
Thank you and I look forward to working with you.

Yours in Travel,

Melissa Miller  
Charter Rep.  
[www.wolfsbus.com](http://www.wolfsbus.com)  
[info@wolfsbus.com](mailto:info@wolfsbus.com)

# Quotation Details

Wolf's Bus Lines, Inc

Client ID Client Company Client Ref 1 Client Ref 2	Brian Ulrich 1871 Old Main Drive	Quotation ID Movement ID	4780 6313
		Passengers Distance	43 181.1

First Pick-up Pick-up Date Single Journey Vehicle To Stay	Main Campus - (Shippensburg Univ.) Sun 10/27/2019 Time 09:30 No Yes	Destination Arrival Date Leave Date Back Date	Lake Tobias-Halifax Sun 10/27/2019 Time 10:45 Sun 10/27/2019 Time 14:00 Sun 10/27/2019 Time 15:15
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First Pick-up Instructions	Destination Instructions
1871 Old Main Drive Shippensburg, PA 17257	760 Tobias Dr Halifax, PA 17032

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
<b>54 Passenger</b> - Tick to accept <input type="checkbox"/>							
1	54	Deluxe Motorcoach	\$1,268.00	\$1,268.00	0	\$0.00	\$1,268.00
				<u>\$1,268.00</u>		<u>\$0.00</u>	<u>\$1,268.00</u>
<b>Variation 1</b> - Tick to accept <input type="checkbox"/>							
1	44	Shuttle Bus	\$924.00	\$924.00	0	\$0.00	\$924.00
				<u>\$924.00</u>		<u>\$0.00</u>	<u>\$924.00</u>

Please tick one of the boxes above to indicate your vehicle requirements.

Route	Further Requirements
9:30 a.m. Depart for Lake Tobias. 10:45 a.m. Arrive. 2:00 p.m. Depart for home. 3:15 p.m. Arrive back to Shippensburg.	Driver gratuity is not included.  Thank you for requestng a quote from Wolf's Bus Lines!

Included Items	Included	Included Items	Included
Driver Gratuity	No		

# Acceptance

# Wolf's Bus Lines, Inc

Client ID Client Company Client Ref 1 Client Ref 2	Brian Ulrich 1871 Old Main Drive	Quotation ID Movement ID	4780 6313	Passengers Distance	43 181.1
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First Pick-up Pick-up Date Single Journey Vehicle To Stay	Main Campus - (Shippensburg Univ.) Sun 10/27/2019 Time 09:30 No Yes	Destination Arrival Date Leave Date Back Date	Lake Tobias-Halifax Sun 10/27/2019 Time 10:45 Sun 10/27/2019 Time 14:00 Sun 10/27/2019 Time 15:15
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<b>Variation 1</b> - Tick to accept <input type="checkbox"/>							
1	44	Shuttle Bus	\$924.00	\$924.00	0	\$0.00	\$924.00
				<u>\$924.00</u>		<u>\$0.00</u>	<u>\$924.00</u>

Please tick one of the boxes above to indicate your vehicle requirements.

Route 9:30 a.m. Depart for Lake Tobias. 10:45 a.m. Arrive. 2:00 p.m. Depart for home. 3:15 p.m. Arrive back to Shippensburg.	Further Requirements Driver gratuity is not included. Thank you for requesting a quote from Wolf's Bus Lines!
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Included Items	Included	Included Items	Included
Driver Gratuity	No		

Your driver can drive up to 10 hours and/or work up to 15 hours from terminal back to terminal. Once that limit is reached, the driver must have 9 hours off duty. If these limits are exceeded, a minimal charge of \$320.00 or more will be billed after the trip to cover cost of extra driver/other company assistance. I have checked all the details above and agree that they are correct. I would like to make a firm booking & I accept the above price & the payment terms detailed in the attached letter.

Signature	Print Name	Date
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Hi, Brian,

Yes, we will be up and running in all areas since that is the last weekend we are open until 202  
Please call the park office to complete a reservation form. Your group's rate would be \$12/pe

Thank you in advance.

Robyn Pearson  
Lake Tobias Wildlife Park  
760 Tobias Road  
717-362-9126  
717-362-9993 (fax)  
[info@laketobias.com](mailto:info@laketobias.com)

**From:** Lake Tobias Wildlife Park <laketobiasit@gmail.com>  
**Sent:** Monday, August 5, 2019 2:42 PM  
**To:** info@laketobias.com  
**Subject:** New message from Brian Ulrich

October 26

Greetings! I am hoping to take 42 Shippensburg University students on a field trip to your park on the last Sa

-Brian Ulrich ( [bjulrich@ship.edu](mailto:bjulrich@ship.edu) )

**INFORMATION AND SUMMARY PAGE**

Title of Project/Event: <b>Pine Grove Furnace State Park Field Trip</b>
Date of Project/Event: <b>September 21, 2019</b>

Your Name: <b>George Vaites</b>	Department: <b>First Year Experience Teacher Education</b>
Email: <a href="mailto:gvaites@ship.edu">gvaites@ship.edu</a>	Department Phone: <b>717-477-1688</b> Cell Phone: <b>717-710-0840</b>

General Education Program Goal Supported: <b>UNIV 101 is one of the “Foundations” courses within the new General Education curriculum. The course is meant to: “Guide and prompt students to develop skills in support of scholarly and academic success, engage with the university community, foster personal development and wellness, and promote understanding of diversity and social responsibility through a first year seminar.”</b>
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List the GE course(s) and sections you are teaching (or will teach) that this proposal is for:  <b>UNIV 101, Section 84</b> <b>UNIV 101, Section 85</b>
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If the project/event is open to the entire campus, list any additional students/populations who may be interested in attending:
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Total Amount Requested: \$
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**PROJECT/EVENT SUMMARY**

In your project/event summary, please include: (1) a clear description of the project/event, (2) who will or can participate (e.g., students of specific courses, open to campus community), (3) how it will support the learning objectives of the specified GE Program Goal, and (4) if there are any assignments associated with this project/event. You may start writing in the space below (continuing onto new pages as needed) or attach the summary as a separate document.

## GENERAL EDUCATION GRANT

### Part I: Description

The Pine Grove Furnace State Park Field Trip will offer UNIV 101 students (Sections 84 & 85) a five-hour excursion that explores local history, engages physical activity, encourages mindfulness, and offers time for the bonding of friendships. Occurring on September 21, 2019 from 2:00 to 7:00, the itinerary includes the following:

**2:00** Arrival

**2:05** Professor Tour & Exploration of Historical Parts of Pine Grove Furnace State Park

- Pine Grove Furnace
- Appalachian Trail Museum
- Ironmaster's Mansion Tour

**3:05** Two-Hour Hike

- The professor will guide students on a 2-hour hike, starting and ending at Fuller Lake.
- Highlights of this trek will include time spent hiking the famed Appalachian Trail and enjoying the Pole Steeple vista.

**5:05** Meal Time & Relaxation

- The menu will focus on grilled hotdogs and hamburgers.
- Students will also have the chance to explore the immediate Fuller Lake area, engage numerous recreation activities (Frisbee, football toss, wiffle ball, etc.), and/or simply relax.

**6:30** Mindfulness Activity & Reflection

- The professor will guide students through multiple breathing and relaxation exercises, as well as a reflective conversation on the day's activities.

**7:00** Departure

### Part II: Who Can Participate?

Students enrolled in Sections 84 & 85 of UNIV 101 are invited to attend.

## GENERAL EDUCATION GRANT

### Part III: How Will This Event Support The Learning Objectives?

The purpose of the Pine Grove Furnace State Park Field Trip is to support the goals and objectives of the first year seminar course. Two specific areas will be our primary focus.

1. **GOAL: Engagement with the University Community**

**OBJECTIVE:** The student engages in opportunities for learning beyond the classroom.

- By attending this field trip, students will be introduced to a resource in the greater Shippensburg community. By experiencing it firsthand, their background knowledge of South Central Pennsylvania will be expanded.
- Through the initial “Professor Tour & Exploration of Historical Parts of Pine Grove Furnace State Park” (See Part I), students will gain knowledge of local history and Appalachian Trail history.

2. **GOAL: Foster Personal Development and Wellness**

**OBJECTIVE:** The student develops strategies and goals in support of their personal wellness and academic and professional success.

- **Background Information:** Every professor of UNIV 101 adopts a semester theme. My theme focuses on empowerment. One component of this inquiry is wellness. Specifically, how can students maintain physical, emotional, and mental wellness while being a student at Shippensburg University? As a class, we will explore and address this question through numerous activities, including reading assignments, discussions, and guest speakers. No doubt, part of our class time will be spent on the development of wellness knowledge.
- The value of this field trip is that it does wellness strategies, as opposed to describing them. By leaving the immediate campus area, students will spend time detaching from their hectic lives and their cell phones. Through the Two-Hour Hike, they will engage in physical activity. Likewise, the Meal and Relaxation portion offers additional time to build personal relationships and to develop community and a sense of belonging. Finally, the closing Mindfulness Activity and Reflection will promote inner calmness, as well as offer a chance to reflect on the impact of doing wellness strategies.

### Part IV: Assignments

Students will be required to complete a Campus Event Reflection. The format of this assignment and its rubric is standard across all UNIV 101 sections. For more information, please see the included two items:

- **First-Year Experience: Shared Assignment: Campus Event Reflection**
- **First-Year Experience: Campus Event Rubric**



## **Shared Assignment: Campus Event Reflection**

### **→ WRITING PROMPT:**

Within one week of attending the approved campus event, you should complete this reflection assignment. Aim to write 350-500 words and a three paragraph essay. This assignment will ask you to respond to three questions:

#### ***Paragraph 1: What? Focus on:***

- What happened at the event? What was the topic or purpose?
- What did you notice about the event or activity? Did anything surprise you? If so, what?

#### ***Paragraph 2: So What? Focus on:***

- What did you learn from this event or program?
- Why was this event or activity important?
- How did the event or service project connect to topics or themes covered in class?
- How did you benefit from attending this event? How did participating or attending connected to your personal and/or professional goals?

#### ***Paragraph 3: Now What? Focus on:***

- How will attending this event cause you to think or act differently in the future?
- After attending this event, what would you like to learn more about related to this topic?

Please type, double-space, 12 font, and use 1" margins. Place your assignment in the dropbox AND bring a hard copy to class. Print and attach the appropriate rubric. Grade yourself!

**Campus Event Rubric**

<i>Learning objectives</i>	Levels of Competency				
	Unsatisfactory 1	Emerging 2	Developing 3	Proficient 4	Mastery 5
<b>Meets Assignment Guidelines</b> <i>The student follows all of the assignment guidelines, including a heading, a title, appropriate length, and three paragraph structure</i>	Fails to understand and apply the assignment guidelines.	Begins to apply the assignment guidelines.	Follows some of the assignment guidelines.	Follows most of the assignment guidelines.	Follows all the assignment guidelines completely and accurately.
<b>Reflection and Comprehension</b> <i>The student includes clear, vivid examples from the experience that demonstrate understanding of the material.</i>	Fails to include any examples or illustrations to demonstrate comprehension.	Includes at least one example. Comprehension is not clear	Includes some examples from the experience. Comprehension is somewhat clear.	Includes many examples from the experience that demonstrate comprehension	Includes plentiful examples and illustrations from the experience that demonstrate comprehension
<b>Connection to the Course Material</b> <i>The student connects the experience with material and/or terminology from the course.</i>	Fails to connect to the course in any way	Only briefly connects to the course. Little to no course terminology used.	Briefly connects to the course. Mentions several course terms, but does not provide a clear application or explanation of the terminology.	Several accurate applications of course terminology. All terms from the same chapter.	Several accurate applications of course terminology. Terms used from 2 or more chapters.
<b>Logic and Order</b> <i>The student produces clearly worded and organized text that conveys the logic used to make a clear reflection and conclusion.</i>	Fails to demonstrate awareness of the correct form or structure.	Begins to develop a sense of order to convey an idea, and basic organizational structure is apparent.	Shows awareness of the correct form or structure, and logic is employed to make a reflection and conclusion.	Presents a clear organizational pattern for the reader, with consistent and effective use of logic and structure to make a reflection and conclusion.	Superior development of organizational patterns, and excellent use of logic throughout the writing assignment to make a reflection and conclusion.
<b>Control of Language and Syntax</b> <i>The student uses language that is controlled, readable, clear and proofread.</i>	Fails to convey meaning due to lack of control.	Attempts to control language but meaning impeded because of weak syntax and consistent errors in usage.	Controls language to convey meaning clearly, but syntax and grammar are still a distraction.	Controls language such that it is readable with few exceptions, but contains some errors in usage and grammar.	Thoughtfully controls language that is correct, edited, proofread, and contains very few errors.

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**BUDGET PAGE**

For each item, attach a written estimate from the vendor or a supporting document (such as an email message) that outlines the cost. Additionally, if you are requesting less than the total amount, please state where the remaining funds are coming from.

**ITEMIZED BUDGET**

	<b>Item</b>	<b>Cost</b>	<b>Quantity</b>	<b>Amount</b>
1	1 Bus	\$ 250.00	1	\$ 250.00
2	Food	\$ 150.00	1	\$ 150.00
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$

**TOTAL AMOUNT OF PROJECT/EVENT: \$400.00**

**TOTAL AMOUNT REQUESTED: \$400.00**

## GENERAL EDUCATION GRANT

### Budget Documentation

1. One Bus = \$250.00

- The bus for the proposed trip will cost \$250.00. (See Boyo Transportation Services document.)

2. Food = \$150.00

- I am planning on purchasing food from Giant and then submitting a receipt for reimbursement.
- I plan to purchase the following items in order to feed an estimated 25 students:
  - Hotdogs
  - Hamburgers
  - Rolls
  - Potato Salad/Pasta Salad or Side Dish
  - Chips
  - Dessert Item
  - Iced Tea & Lemonade Drinks
  - Bottled Water
  - Ketchup & Mustard
  - Paper Plates, Cups, & Napkins



# Boyo Transportation Services, Inc

534 S. 23<sup>rd</sup> Street  
Harrisburg, PA 17104  
717-564-3005 Office  
717-232-3202 Fax

August 19, 2019

Shippensburg University  
1871 Old Main Drive  
Shippensburg, PA 17257  
(717) 710-0840

The charge will be \$250.00 per day per bus for the following field trip.

Trip: Shippensburg University to Pine Grove Furnace State Park.  
Date: Saturday, September 21, 2019  
Pick-Up at 1:30 pm at Shippensburg University  
Arrive at Pine Grove Furnace State Park at 2:00 pm  
Leave Pine Grove Furnace State Park at 7:00 pm  
Return to Shippensburg University at 7:30 pm

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Signature

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Date

George Vaites  
Shippensburg University

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Signature

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Date

Donald E. Boyanowski, Jr.  
Boyo Transportation Services, Inc.

**INFORMATION AND SUMMARY PAGE**

Title of Project/Event: Class Trip to Aki Japanese Steakhouse, Chambersburg PA
Date of Project/Event: 9/29/19 or 10/6/19 (date to be finalized)

Your Name: Heather Wadas	Department: History
Email: <a href="mailto:hbwada@ship.edu">hbwada@ship.edu</a>	Phone: x3171

General Education Program Goal Supported: U – First Year Seminar
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List the GE course(s) and sections you are teaching (or will teach) that this proposal is for: UNIV 101-22 & UNIV 101-23
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If the project/event is open to the entire campus, list any additional students/populations who may be interested in attending: Course is limited to students in class, peer anchors, & FYE director(s)
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Total Amount Requested: <b>\$1136.00</b>
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**PROJECT/EVENT SUMMARY**

In your project/event summary, please include: (1) a clear description of the project/event, (2) who will or can participate (e.g., students of specific courses, open to campus community), (3) how it will support the learning objectives of the specified GE Program Goal, and (4) if there are any assignments associated with this project/event. You may start writing in the space below (continuing onto new pages as needed) or attach the summary as a separate document.

This grant will fund a trip to the Aki Japanese Steakhouse in Chambersburg PA for two sections of UNIV 101. This trip's purpose is two-fold: 1) it will expose students to a diverse way of meal preparation and eating, which fits right in with our course theme (IMPACT!: Historical Impacts on Food) and 2) serve as a shared experience for students as we foster a greater sense of community amongst our classes as well as on campus. Students will see techniques discussed in class "in action" while enjoying a meal together. In previous classes' discussions, students who went to a Japanese steakhouse found the experience extremely memorable – so much so that more than one classified it as their favorite food memory. Most students have not had the opportunity to experience this style of cooking in person. This trip will allow students to personally experience Japanese culture and cuisine. In doing so, it will support the GE Program Goal of "promote understanding of diversity and social responsibility" as well as the GE Program Goal of "engagement with the university community." This will be an optional trip for students, though I anticipate most will choose to attend. Those who do attend will have the opportunity to write a reflection paper on the event (at least two such papers are required for the course).

GENERAL EDUCATION GRANT

**BUDGET PAGE**

For each item, attach a written estimate from the vendor or a supporting document (such as an email message) that outlines the cost. Additionally, if you are requesting less than the total amount, please state where the remaining funds are coming from.

**ITEMIZED BUDGET**

	<b>Item</b>	<b>Cost</b>	<b>Quantity</b>	<b>Amount</b>
1	Total cost for 40 meals (meal, tax, tip)	\$		\$ \$636
2	Bus Rental	\$ 250	2	\$ 500
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$

**TOTAL AMOUNT OF PROJECT/EVENT: \$1136**

**TOTAL AMOUNT REQUESTED: \$1136**

GENERAL EDUCATION GRANT

**GRANT EVALUATION**  
**COMPLETED BY GE BUDGET COMMITTEE**

Date of Submission:	Date of Evaluation:
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Required Elements	Complete proposal?	Linked to GE Program Goal?	Itemized budget?	Supporting documentation for all budget items?
	Yes/No	Yes/No	Yes/No	Yes/No

	2 – Excellent	1 – Adequate	0 – Poor	Rating
<b>Quality of Application</b>	Clear and detailed description of project/event; All information provided; Free of typographical errors	Clear but general description of project/event; Details missing; Contains a few typographical errors	Unclear what project/event is; Information missing; Contains several typographical errors	
<b>Relevance to General Education</b>	Clear that proposed project fits with specified Program Goal; Explains how project connects to specific learning objectives	General links to Program Goal made; Connections with specific learning objectives not clear	How project fits with Program Goal not explained; Connections with learning objectives absent	
<b>Students Impacted</b>	Open to campus community or students across different GE courses; Students from different disciplines could benefit	Open to students across different GE courses or multiple course sections	For students in one section of one GE course	
<b>Project/Event Budget</b>	Budget for project is reasonable; Costs are essential and relevant to project	Budget is generally reasonable; Some costs not essential or relevant to project	Budget unreasonable given the project; Many expenses are not essential	
<b>Assessment of Student Learning</b>	Requires student assignment based on participation in project; Assignment described clearly and fits with project	Requires student assignment based on participation, but not described clearly or does not fit with project	Student assignment not required	
<b>Comments</b>				
	<b>TOTAL</b>			

**Recommendation:** Approve / Do Not Approve

- ✿ *About us*
- ✿ *Our Menu*
- ✿ *Direction and Contacts*
- ✿ *Experience It (Our video)*
- ✿ *Specials / Coupons*



- Lunch Special
- Soups & Salad
- Appetizers
- Habachi Dinners
- Entrees from the Kitchen
- Sushi or Sashimi
- Rolls
- Chef's Special Rolls

**From Habachi:**

(Served w/ clear soup or house salad, vegetable and a choice of fried rice or white rice or fried noodles)

Vegetable Hibachi	\$ 8.5
Chicken Hibachi	\$ 10
Salmon Hibachi	\$ 12
Scallop Hibachi	\$ 12.5
Shrimp Hibachi	\$ 12
Steak Hibachi	\$ 12.5
Filet Mignon Hibachi	\$ 14

**From Sushi Bar:**

(Served with miso soup or house salad)

## Our Specials

\*Coupons must be printed in order to apply the discount.

### 15% OFF

15% off your next visit. Not valid on holidays, with other offers and only valid *Sun-Thursday*. Dinner Only.  
[Click Here To Print](#)

### \$20 OFF

When you spend \$100 or more on one check. Not valid on holidays, with other offers and only valid *Sun-Thursday*. Dinner Only.  
[Click Here To Print](#)

### \$10 OFF

When you spend \$50 or more on one check. Not valid on holidays, with other offers and only valid *Sun-Thursday*. Dinner Only.  
[Click Here To Print](#)





BOYO Transportation Services, Inc.

PO Box 307  
Palmyra, PA 17078

# Invoice

Date	Invoice #
8/7/2019	10021
	Terms
	Due on receipt
	Due Date
	8/7/2019

<b>Bill To</b>
Shippensburg University Steve Spence 1871 Old Main Drive Shippensburg, PA 17257

Aug Ship Uni Trip	8/17/19
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Description	Amount
CONTRACTED TRANSPORTATION 2018-2019	
8/17/19 ABC WEST MECHANICSBURG 2 buses @ \$250.00/bus	500.00

Phone #	Fax #	E-mail	<b>Total</b>	\$500.00
717-838-9761	717-838-9118	boyotrans@comcast.net	<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$500.00