

# General Education Council

2014-2015 Academic Year

## Agenda for the meeting on Tuesday, January 27, 2015, in ELL 205 at 3:30 P.M.

1. Call to order
2. Approve the Minutes of the previous meeting
  - a. Attachment A: Minutes from the meeting on Nov. 25, 2014
3. Old Business
  - a. Report on the 2014 Annual Meeting of the Middle States Commission for Higher Education (Dr. Scott Drzyzga)
    - i. Attachment B: MSCHE [New] Standards for Accreditation and Requirement of Affiliation, 13<sup>th</sup> Edition
  - b. Report from our GEC representative at the UCC (Dr. Kate Shirk)
  - c. Reports from our Standing Committees
    - i. Budget (Dr. Joseph Beck)
    - ii. Assessment (Dr. Dudley Girard)
    - iii. Program (Dr. Sherri Bergsten)
      1. Attachment C: Minutes from the meeting on Nov. 18, 2014.
      2. Attachment D: Minutes from the meeting on Dec. 02, 2014
4. New Business
5. Announcements
  - a. Free public screening of the film *DamNation*. Thursday, January 29, 2015 @ 7PM in the Orndorf Theater (in the CUB). Co-sponsored by the Geography-Earth Science [Student] Organization.
6. Call to adjourn



## MINUTES

General Education Council, 3:30 PM November 25, 2014, ELL 205

- I. Meeting was called to order by Dr. Scott Drzyzga at 3:34 pm in ELL 205. Attendance at the meeting included: M. Moilanen, S. Bergsten, A. Predecki, D. Girard, B. Finucane, S. Drzyzga, A. Feeney, D. Godshalk, W. Kingsley, L. Bryant, R. Lesman, M. Lucia, K. Shirk, C. Botteron, A. Seibert, J. Beck, B. Wentz, L. Patterson, B. Meyer, J. Clements, K. Johnson, K. Moll, J. Fowler, J. Mike, and S. Stokely.
- II. Dr. Moll motioned, seconded by Dr. Lucia, to approve the October 28, 2014 minutes. Dr. Bergsten wanted the minutes to clarify the CHM 121 prerequisites and noted that the tagging request did not come from UCC. Also noted that Dr. Mike's name was added to the attendance list. Assuming such changes were to be made, all were in favor and the motion passed unanimously.
- III. Report from UCC-Dr. Shirk attended the November 4<sup>th</sup> meeting. The items that related to GEC included the 14-1 Chem Bonding prerequisite change which was tabled because of questions that needed answered. The CSC 104 (python class) passed, and both 14-6 and 14-7 Chinese courses passed. UCC had the same discussion about PCDE funding the courses and it was noted that the Dean of Arts and Science and the Modern Languages department would be addressing that in the summer.
- IV. Reports from Standing Committees-
  - a. Budget-Dr. Beck reported that the call for proposals should be in the latest edition of FACT and it has been updated on the website. One request came in today for \$250 and it will go through the committee. Currently the balance is over \$19,000. An email should be going out to all GEC members, please share it with your department.
  - b. Assessment-Dr. Girard reported that the committee met and they are really in the fact finding stage where they are meeting with different departments to find out about assessments. They need to figure out how those assessments can be used in Trackdat. They are also trying to figure out future assessments and how CLA+ will be administered to both seniors and freshmen. Dr. Girard and Dr. Bryant may be going to an assessment conference in Kansas, in February.
  - c. Program-Dr. Bergsten reported that they met twice this past month (Nov 4<sup>th</sup> and 18<sup>th</sup>) to review two gen ed proposals.
    - UCC 14-090 and 14-091 will be offered online. The learning objectives fall within the categories and there are university restrictions as to the type of student who can take the online courses. The online option is to accommodate transfer and non-tradition students. It was noted that our vote does not carry any weight but people thought it was appropriate to let UCC know our thoughts. The first motion was to approve UCC 14-090 History 105 as an online offering. All were in favor and motion carried. The program committee motioned to recommend UCC 14-091 History 106 as an online offering. All were in favor and the motion carried.
    - The committee is working on gen ed reform focusing on clear assessments and outcomes. They are working with writing courses as a model with the intention to then work with other departments to work through courses, tagging, and assessments to build a more complete program.

- V. New Business- Dr. Drzyzga announced that the Provost is sending/funding a team to attend a middle states conference in early December. Dr. Drzyzga will be one of the participants and will be attending a workshop on gen ed, reaccreditation, and revising programs. Similarly Dr. Girard and Dr. Bryant will be attending the meeting in Kansas and the Provost has asked for GEC to support some of the costs. Dr. Lucia motioned, seconded by Beck, that GEC should allocate some of the \$19,000 budget funds to defray conference costs. Dr. Godshalk amended the motion to allocate \$1750. All were in favor and the motion passed.
- VI. Dr. Feeney will be on sabbatical in the spring so is anyone willing to volunteer to be secretary???? Silence.....Dr. Drzyzga and Dr. Mike will meet and appoint someone.
- VII. Dr. Bergsten motioned, seconded by Dr. Beck, to adjourn. The meeting concluded at 4:01 pm.

Minutes respectfully submitted by Alison E. Feeney

## Minutes

Program Committee of the General Education Council, 11/18/14, 3:40 pm, FSC 248

I. Meeting was called to order by Dr. Sherri Bergsten, chair of the GEC Program Committee. The meeting was attended by Scott Drzyzga, Allison Predecki, Karl Lorenz, Cynthia Botteron, Jennifer Clements, Paris Peet, Brian Wentz and David Godshalk.

II. Dr. Lorenz motioned to approve the minutes from the 10/21/14 meeting. The motion was seconded by Dr. Peet. An amendment was suggested. The last two sentences in item IV of the minutes should read as follows: "This process will then be used as a model to develop rubrics for the other tags. The committee will plan a series of meetings to invite departments to participate in developing rubrics for each tag."

The minutes were approved unanimously with this amendment.

III. Dr. Lorenz motioned to approve the minutes from the 11/4/14 meeting. The motion was seconded by Dr. Peet. An amendment was suggested. The following sentence should be included in item III of the minutes: "The committee agreed that the rubric should contain three learning outcomes and five degrees of competency." The minutes were approved unanimously with this amendment.

IV. The committee reviewed several UCC proposals.

--- **UCC 14-090** This proposal was submitted by the Department of History and Philosophy and proposes that HIS 105 be offered in the summer as an online course. Dr. Godshalk, a member of the History department, informed the committee that his department would like to offer this course online in the summer as a service to the students, especially transfer and non-traditional students. Over the past few summers, the enrollment in the face-to-face course has declined and the department has observed that some students fulfill their history requirements over the summer at other institutions. By offering the online course at Shippensburg, the department can control the quality and emphasis of the course the students take. A question was raised concerning the proctored final. Dr. Godshalk explained to the committee that many libraries across the country offer proctoring services for exams and that the final for this course could be taken at one of these libraries or on campus. He also noted that this course will only be taught online during the summer and not during the regular semester or the winter term. Dr. Botteron motioned to recommend this proposal for approval by the GEC and Dr. Peet seconded the motion. The motion was unanimously approved.

--- **UCC 14-091** This proposal was submitted by the Department of History and Philosophy and proposes that HIS 106 be offered in the summer as an online course for the same reasons outlined for the HIS 105 course. Dr. Botteron motioned to recommend this proposal for approval by the GEC and Dr. Peet seconded the motion. The motion was unanimously approved.

V. Dr. Laurie Cella from the English department joined the meeting as a guest and presented a rough draft of a rubric for the writing tag of the new general education program model. This rubric was constructed using the ideas from the discussion at the 11/4/14 meeting of Program Committee. The committee reviewed the draft and made suggestions on changes to the language. Dr. Cella will make the suggested changes and send the revised rubric back to the committee.

VI. The next Program Committee meeting will be on 12/2/14 starting at 3:40 pm. At the next meeting the committee will work on a document to accompany the writing tag rubric that will provide context for the assessment of that tag. Also the process for moving forward and adding courses in a new general education program will be discussed.

VII. The meeting was adjourned at 5:00 pm.

Minutes submitted by Allison Predecki

## Minutes

Program Committee of the General Education Council, 12/2/14, 3:40 pm, FSC 248

- I. Meeting was called to order by Dr. Sherri Bergsten, chair of the GEC Program Committee. The meeting was attended by Scott Drzyzga, Allison Predecki, Karl Lorenz, Cynthia Botteron, Jennifer Clements, Sherri Bergsten, Paris Peet, Brian Wentz and David Godshalk.
  
- II. Dr. Botteron motioned to approve the minutes from the 11/18/14 meeting. The motion was seconded by Dr. Wentz. The minutes were approved unanimously.
  
- III. Dr. Laurie Cella revised the rubric for the writing tag of the new general education program using the language suggested by the Program Committee. Dr. Bergsten will share the rubric with the GEC Assessment Committee and ask for feedback.
  
- IV. The Program Committee will work on developing rubrics for the other tags of the new general education program. The committee members agreed to each develop a rough draft rubric for one tag using the current corresponding General Education program rubric and the appropriate AACU rubric as guides. The committee will meet on 1/14/15 at 9:30 am to discuss these rough drafts. Open meetings with the campus community will be held to gather input on the rubrics. Tag assignments were made as follows:
  - A Arts/Humanities – Paris
  - H Historical – David
  - G(D) Global (Diversity) - Karl
  - L(R) Logic, ethical, critical reasoning – Cynthia
  - N Natural Science – Allison
  - S Social and Behavioral Sciences – Jen/Karl
  - Q Numeracy – contact dept.
  - W Written communication – done
  - O Oral communication – contact dept.
  - M(L) 2nd set of communication skills – TBD
  
- VI. The meeting was adjourned at 5:00 pm.

Minutes submitted by Allison Predecki