

General Education Committee Meeting  
March 12, 2010

Members Present: Joy Hendrick (Chair), Donna West, Bruce Mattingly, Merle Canfield, Anita Kuiken, Claus Schubert, Christopher Latimer, John Hartsock, Carol Van Der Karr, Abby Thomas  
Members Absent: Kelsey Baylinson (Student Representative)

Topic	Comments	Action Item
Approval of the Minutes	Not available.	
Chair's Report	<p>Joy reported that a letter was sent to the provost requesting that he send a letter to the faculty that points out the importance of the GE assessments being administered this spring (see attachment).</p> <p>Joy reported that both the EPC and Faculty Senate Chairs thought that changes to GE1 Student Learning Outcomes would NOT have to go to an all-campus referendum and that the Senate could likely vote on the changes when we submit a proposal in the future (after SUNY makes the changes).</p>	Abby will notify the campus that the math course 224 is no longer a GE 1 course via the Wiser Advisor..
Director of Institutional Research and Assessment Report	<p>Merle reported that the random sample for writing(GE 10a) had been sent to Mary Kennedy and that they were on track for completion this spring.</p> <p>He also indicated that Critical Thinking and GE 7 were on track for completion on schedule. However, a reminder needs to be sent to Critical Thinking and GE7 faculty of the schedule of administering their GE assessments.</p>	An email will be sent to faculty members who are teaching Critical Thinking and GE 7 of the assessment schedule.
Critical Thinking Essays ANT/SOC 322	Members of the GE committee noted that the essays submitted for assessment were not necessarily relevant to the course but would be appropriate for the Critical Thinking Assessment learning outcomes. There was no preference by the committee for which article should be	The faculty member was notified 3/5both articles were approved.

	used.	
Review of MUS 105	We have not heard back from Steve Wilson so we have no additional information on MUS 105. No specific rationale was given for how the course fits GE. Also there was no statement of assessment.	The faculty member will be notified of the need for more information.
GE Syllabi Review Subcommittees	<p>Not all syllabi have been submitted. It is a requirement that submissions be electronic. It is assumed that all will be received by April 1 and Joy will send info on what to look for then send to your subcommittee. Need to determine if any departments have submitted courses to be deleted as a GE category.</p> <p>All submissions need to include the following:</p> <ol style="list-style-type: none"> <li>1. that the course contains a writing requirement</li> <li>2. that there is a designation that the course is a GE course</li> <li>3. that the GE learning outcomes are presented</li> </ol> <p>John wondered if the wording for the outcomes needed to be like our GE outcomes. Ideally, the goals and SLO should be worded directly from the catalog (however if they are close, consider it acceptable). Carol raised a question of what the process should be if the syllabi did not meet GE requirements. That is, should it go back to the faculty, corrected, and returned to the GE committee before it would be approved? The committee decided that the department should return it again to the GE committee with the changes. Joy indicated that there would then be a record of the new and corrected syllabi. Carol indicated that her office could house all the syllabi since they will likely be needed for the upcoming Middle States accreditation visit.</p> <p>Anita asked if a group could be set up on</p>	<p>Gail will send a reminder for faculty to submit their syllabi.</p> <p>Joy agreed to send a spreadsheet to Anita for the myRedDragon group.</p>

	<p>myRedDragon to contain the syllabi. Chris wondered if the site is secure.</p> <p>Joy asked if anyone knew how to set up a group on the My Red Dragon website so that we could put things like the syllabi there? Anita indicated that she knew and agreed to set up such a site for GE.</p> <p>Claus: Where is information on these above requirements to be found? That is, information for revising GE and the proposal GE form.</p> <p>Chris said that he found the information on the GE website.</p> <p>Carol suggested that an email reminder about the 4/1 deadline be sent out to departments and also include a statement reminding them that syllabi need to include the GE category and SLO.</p> <p>Claus: Maybe we should let everyone know. Joy agreed saying the Quantitative Skills was not previously a GE course (implying that they may not know about the syllabi or about the writing requirement).</p> <p>Joy asked when to send the information to the departments in general. The committee suggested May and August for department chairs to remind faculty that GE courses</p>	
<p>Assessment of GE 11 – Prejudice Discrimination</p>	<p>Joy: We have an obligation to our students to assess GE 11 and GE 12 as with all GE categories. Additionally, we will need to have evidence of this for Middle States. She and Merle had developed a procedure for assessing GE 11 this spring (see attachment).</p> <p>Carol indicated that NCATE asks for assessment of</p>	

	<p>diversity in Standard 4. Bruce indicated the Middle States does require diversity assessment but it is different from NCATE. There was some discussion of rubrics. There needs to be an artifact for each learning outcome.</p>	
Review of GE Proposal Form	<p>Carol passed out form for GE proposal (see attachment). This will be an agenda item at the next meeting.</p>	
	<p>Next meeting March 26.</p>	

By Merle Canfield 3-12-10