General Education Committee

10-28-10

Draft of Minutes

Present: Abby Thomas, Jim Hokanson, Carol Van Der Karr, Chris Latimer, Merle Canfield, Amy Schutt, Dan Harms, Sam Kelley, Larry Klotz

Absent: Bruce Mattingly, Orville White

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| **Topic** | **Comments** | **Action Item** |
| Minutes for today's meeting: Jim HokansonCommittee membership update | New member from A&S Larry Klotz. Yet still no professional studies representative for committee.  | John Cottone still asking for Professional Studies membership |
| Approval of minutes from 10/14 | Revisions to minutes. 1. Name changes in minutes: Emmanuel & Steven Wilson2. Faculty Development blank in minutes. | Carol made appropriate revisions to minutes as suggested by committee. Abby will follow up with what is in Faculty Development handbook for new faculty hires.Minutes unanimously approved with minor corrections as noted above. |
| ENG/AAS 251MUS 105 | Still awaiting revised syllabus with GE outcomes. Seth is aware of requirements and suggestions by GE committee for revisions. | Abby Still waiting for syllabus for both classes.  |
| Assessment follow-up groups. Discussion.  | Discussion. Do we need an assessment review tool? Larry suggested review of GE assessment with the faculty members maybe not chairs.Merle Only one set of data.Example of data from Presentation skills and some previous problems. Maybe follow up groups can look at what is needed for the assessment review. What is/are the rubrics for the assessment of the GE requirements? Discussion by Merle: Review, feedback, instruments used, anything more useful, and compare to former round. Is this effective?And add a one-page summary of meeting with teaching faculty of GE's. Discussion of embedded instruments. GE 12 was last used for Critical Thinking | Merle noted that Mary Kenendy has assessment tool in place for writing group. Merle stated he would work with critical thinking to review the assessment.So we (GE) should get assessment tools on the web site.Follow up groups will get together this semester, review, discuss rubric, findings.   |
| Assessment follow-up group members.  | Writing GroupCritical ThinkingPrejudice & DiscriminationHumanities | Amy SchuttJim H and Orville W.Abby T. and Chris L.Sam K. and Larry K.Merle provide faculty names, tool, rubric, data and a template for questions.Abby will provide these next meeting.Merle will be present for follow up group meetings |
| Syllabus ReviewSub-groups | Syllabus review for Spring of 2012:GE 2, 3, 5, 6 up for review.Suggestion that Departments have check list that the groups will check and a copy of GE committee syllabus review letter.GE 3GE 2 GE 6GE 5 | Develop sub groups to review syllabus. Syllabus will be posted in user groups web site (my red dragon).Check sheet for syllabus review (Abby bring next meeting).Chris and AmyOrville and LarryAbby and SamDan and Jim |
| Guidelines or Tips for being a GE faculty member.  | Group discussion. Benefit to new faculty. Benefit for adjuncts. Send out these Tips at registration time. Link for faculty at a GE web site. Comments: 5 – 7 of writing pages needed for students in a GE course.Tips sheet should be one page. | Group will give Abby comments via email before next meeting. |
| Meeting adjourned 12.35 pm |  |  |

Respectfully Submitted by [jim hokanson &November 11, 2010]

Review & Edit by [Name & Date]