General Education Committee Meeting Minutes

11 May 2012

**Members Present:** Merle Canfield, James Hokanson, Sam Kelley, Larry Klotz, Anita Kuiken, Bruce Mattingly, Linda Pickett, Amy Schutt, Abby Thomas, , Orville White.

Members Absent: Brooke Burke, Alesia Forde, Carol Van Der Kar

|  |  |  |
| --- | --- | --- |
| **Topic** | **Comments** | **Action** |
| 1. Minutes | reviewed | Approved |
| 1. Chair Report 2. PHI 111 Update | PHI 111 Update  Still open for discussion. Committee and the Philosophy Department will revisit the proposed course next semester. |  |
| b. GE Proposals | Two GE course proposals from Africana Studies briefly presented and discussed:  AAS 231/COM Studies 231: Hip Hop Culture GE 8  AAS 100: Introduction to Africana Studies GE 6 | Both passed |
| c. Department Response to Assessment | Most of the meeting focused on the departments’ responses to last year’s assessment results. **Anita** noted that the first response to the GE Assessment had arrived from the History Department. Discussion followed on the purpose, role, and value of department responses to GE Course Assessment. **Merle** indicated that responses initially were completed with Albany in mind, in case they needed to review the process at the institutional level. Reports provided a basis for good record keeping, but current reports could prove helpful in seeing if Cortland is meeting Middle States benchmarks. It was suggested that the GE Committee build reports into the assessment process for the next school year **(Anita).** It was suggested that the GE Committee build reports into the assessment to see how effective courses are in meeting the GE criteria without creating concern that individual faculty members are being evaluated. Chairs want to know how their individual courses are performing in within their departments.  In response to such concerns, **Bruce** recommended that the GE Committee draft a memo explaining what data we want available and who it is available to as a basis for knowing how department courses are functioning. Another suggestion was to have the GE Committee write a proposal regarding what it wants to do and invite dialogue and conversation from the campus community. Orville suggested that the proposal go to faculty senate and that the school deans be present to explain process for discussion. **Abby** noted that reports could also provide information as to how a department course is doing in meeting the GE criteria; how department programs fit into the GE Program and the role of departments in facilitating the process. It was noted that Middle States is looking for measurable goals and student learning outcomes for all programs and that the process for assessing learning outcomes is uneven.  **Jim** requested that copies of reports be made available to the GE Committee for GE purposes. **Bruce** suggested that the GE Committee get assessments to departments early in the fall and shorten time line for reporting and responding. The focus would not be on individual courses but on the GE process itself and how well it is functioning. **Anita** and Bruce offered to develop a letter to accompany the assessments.  Further notes:  Leadership for next year’s committee was important for a smooth presentation. Brook Burke offered to serve as co-chair for the 2012-13 school.  **Anita** noted Orville gave an excellent presentation before the faculty senate on GE progress this year. | Anita and Bruce will prepare a letter for the fall. |
| Merle Report | Merle submitted report on which departments had reported their GE courses assessment. Anita and Amy had received feedback from separate faculty members, one offering observations on the report and another curious about the process of submission and issues of confidentiality. |  |
| Meeting adjourned |  | Meeting adjourned |

Submitted by

Sam Kelley