

General Education Committee Annual Report 2009-2010

Committee Membership (as per the *College Handbook*)

one member representing mathematics/science	[Claus Schubert 2008-2010]
one member representing social/behavioral sciences	[David Miller* 2008-2010]
one member representing fine arts/humanities	[John Hartsock 2008-2010]
one member representing education	[Joseph Rayle* 2008-2010]
one member representing professional studies	[Joy Hendrick 2008-2010]
one member representing the library	[Anita Kuiken 2009-2011]
two at-large members from the academic faculty	[Donna West 2008-2010, Chris Latimer 2009-2011]
one member representing the professional staff	[Abby Thomas 2009-2011]
one student member	[Kelsey Baylinson**]
dean of arts and sciences or designee, ex officio, non-voting	[Bruce Mattingly]
director of Institutional Research and Assessment Office or designee, ex officio, nonvoting	[Merle Canfield]
provost or designee, ex officio, non-voting	[Carol Van der Karr]

* on sabbatical leave Spring 2010, replacements were solicited, but none received
** student was never present for meetings, although she was included in all communication

The General Education (GE) Committee had a very busy year. It was a wonderfully committed, active and dedicated group of faculty and professionals to be working together. Minutes from all meetings are posted on the GE Curriculum web site at:

http://www2.cortland.edu/academics/curriculum/committees/gen_edu.dot

The committee met regularly on a fairly biweekly schedule for a total of twelve times:

<u>Fall 2009</u>	<u>Spring 2010</u>
October 2	February 12
October 19	February 26, postponed until March 5 due to snow
October 30	March 12
November 13	March 26
December 4	April 2
	April 23
	May 7

Our work this year can be divided into three major areas, GE Assessment, GE Course Approvals and GE policies. A summary of our activities and actions in each are described below.

GE Assessment

Following the GE Action Calendar developed in Spring 2009, we were engaged in three simultaneous cycles of GE Assessment.

- For Results, Review and Recommendations (RRR), we distributed GE assessment results from last year to all department chairs and program coordinators involved with courses in GE categories 2 (Natural Sciences), 3 (Social Sciences), 5 (Western Civilization) and 6 (Contrasting Cultures). They were asked to review the results, discuss them with their department and to suggest or make recommendations, if

- any to courses in the category. This committee also discussed several issues for enhancing the assessment process next round. Based on this discussion, we sent a letter to the Provost asking for his involvement in the assessment process. This information was compiled by the Director of Institutional Research and Assessment (DIRA) and used for the campuses SUNY GE Closing-the-Loop Report.
- Along with the OIRA and following the procedures outlined in our GE Assessment Plan, we coordinated GE assessment in categories 7 (Humanities), 10 (writing), Critical Thinking, and GE 11.
 - For the competency of Critical Thinking, the committee discussed at length whether we were interested in using the Collegiate Learning Assessment (CLA). After reviewing information on-line and considering the expense, the committee unanimously voted NOT to recommend using the CLA to assess critical thinking. Therefore, we proceeded with the procedures outlined in the assessment plan. Instructors were contacted and given the freedom to select their own articles for students to read, which were each read and approved by the committee. One faculty member chose to use an imbedded course assignment.
 - Mary Kennedy oversaw the assessment of student writing.
 - GE 4 (United States History and Society) assessment will be moved to next year.
 - While GE 11 (Prejudice and Discrimination) was not on the original schedule for assessment this year, it was brought to our attention that this category meets a learning standard for teacher certification students and information regarding assessing the student learning outcomes would be useful for the upcoming NCATE accreditation review. It will also be valuable in assessing our new mission statement which states that students will “grow as engaged citizens with a *strong social conscience...*”. Even though faculty in GE 11 were contacted late, several did participate. We are recommending that assessment in this area continue in fall 2010 in order to achieve a larger, more representative sample.
 - Scorers for conducting the assessments on the essays in these areas are currently being solicited so this can take place by the end of June. The results will be shared with the next years GE committee who will then conduct the RRR on these GE categories.
 - We divided into subcommittees to conduct Syllabi Reviews for categories that will be assessed next year. These included GE 8, 9 and Presentation Skills. (Even though GE 1 will be assessed next year due to a SUNY-approved delay from this year, the syllabi were reviewed fairly recently and were deemed not necessary for review again at this time.) This is a very time-consuming process, especially for the subcommittee chairs that needed to continually communicate with departments to either acquire the necessary syllabi and/or to obtain the revised syllabi. The Arts and Sciences Deans Office (including Rhonda Moulton) was very helpful in the acquisition of many missing course materials. The campus needs to have a central location to serve as a repository for all approved GE syllabi. For our purposes this semester, they were uploaded onto a MyRedDragon group folder. At the conclusion of the review (hopefully by June 1), all syllabi will be sent to Gail Cutler in the Office of the Associate Provost for Academic Affairs for future reference.

- GE 8 – The Arts (Subcommittee chaired by John Hartsock): 26 courses were reviewed. No courses were recommended for removal from the category.
- GE 9 – Foreign Language (Subcommittee chaired by Clause Schubert): Syllabi finally received on May 17 which was too late for review this spring. We are recommending that a subcommittee be created immediately in the Fall 2010 semester to conduct a review of the 28 courses so that the courses are all in place by the time that assessment process begins.
- Presentation Skills (Subcommittee chaired Anita Kuiken): 56 courses reviewed. Several departments indicated that they would like to course(s) removed from the GE category – THT 162. These department chairs were contacted to send a letter to that fact to their Dean who would then forward his approval to the Provost. The Provost Office would then make the necessary communications to the Registrar’s Office and to SUNY to remove the course from the list. (Two Biology courses, BIO 422 and BIO 516, along with EDU 478 were also removed as these courses were retired or deleted).
- Information Management – Gail Wood, working with the DIRA is coordinating the assessment process of this competency area which will take place next year.

GE Course Approval/Deletion

- New courses approved (all have since been approved by the Provost):
 - ANT 103 (GE 12)
 - CIN 101 (GE 8)
 - CIN 102 (GE 8)
 - POL 404/AAS 404 (GE 11)
 - POL 405 (GE 11)
- Removed course (approved by the Provost):
 - MAT 224 (GE 1)
- Pending removal (paperwork still being processed by departments)
 - THT 162
- Course returned to department for revision and future resubmission
 - MUS 105 (GE 8) – (refer to 3/5/10 minutes for details)

GE Policies and Procedures

- Recommended to Faculty Senate (and was approved 5/4/10) to allow 400-level courses as GE (although they will not *normally* be considered). The specific rationale appear in Appendix 10 of the 4/20/10 Faculty Senate Minutes.
- Revised the General Education Course Approval Form. C. Van Der Karr will make the revisions and post on the Curriculum Web Site.

Other

- Reviewed several draft proposals from SUNY on changes to SUNY GE. The committee decided that no action was needed in Cortland’s General Education Program at the present time to be compliant with the changes. Since our program

exceeds the SUNY requirements, students graduating from Cortland with our GE program will still meet the SUNY GE requirements.

- A 2006 draft of a General Education Handbook surfaced this year. C. Van Der Karr volunteered to update it with the new Cortland GE program and will circulate to the committee next year.

Recommendations for 2010-2011 (above and beyond GE Action Calendar items)

- Review syllabi for GE 9 in early fall (syllabi received too late in May for spring review)
- Begin Syllabi Review sooner as it takes longer than expected to receive all syllabi – suggest have a syllabi due by Spring Break (rather than the end of March).
- Incorporate assessment of GE 12 (Science, Technology, Values and Society) into the GE Assessment Action Schedule.
- Categories to be assessed: continuation of GE 11 (suggested for fall), GE 4, GE 8, GE 9, PRES and Information Management.
- Review the GE Handbook
- Continue to seek involvement from the Provost in the GE assessment process.
- May wish to consider renaming GE 11 Prejudice and Discrimination to something more positive (e.g. Social Consciousness and Awareness).
- Continue to organize and seek input from GE Category Subgroups
 - In 2009-2010, the Quantitative Skills Subcommittee was very active in developing and piloting rubrics for assessment GE 1. Continued piloting and training with using the rubrics in the fall will better prepare them for assessment in Spring 2011.
 - The DIRA and the GE committee will need to work with the Presentation Skills committee in the early fall to finalize their assessment procedures by mid-October in order for them to be read for assessment in Spring 2011.
- Schedule minute-takers for the meetings alphabetically so committee members can plan when it is their turn to take minutes.

Committee members whose appointments have ended at the conclusion of Spring 2010 semester: C. Schubert, D. Miller, J. Hartsock, J. Rayle, D. West and J. Hendrick

Respectfully submitted,

Joy L. Hendrick, GE Committee Chair
May 28, 2010

Addendum – as of 5/7/10, GE Committee members appointed for 2010-2012 include: J. Hokanson (at-large), S. Kelley (Fine Arts & Humanities), O. White (Education).