General Education Committee Meeting Minutes

September 6, 2018

Members Present: Doug Armstead, Steve Cunningham, Jenn McNamara, Kate Polasek, Frank Rossi, Kevin Sheets, Lauren Stern, Abby Thomas, Carol van der Karr,

Members Absent: Bruce Mattingly, two vacant seats

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| **Topic** | **Comments** | **Action** |
| **Approval of Minutes** |  | **Minures from May 3, 2018 approved** |
| **Committee Update** | There are currently two vacant seats:   * At large seat, election currently happening * School of Education, currently no nominations | **Carol VDK to send message to department chairs and dean within school of education to encourage nominations** |
| **Election of GE chair** | Jenn was reelected as chair. | **Thank you Jenn!** |
| **Overview of committee responsibilities** | Jenn reviewed overview of committee responsibilities. Highlights include:   * Assessment of GE program (year long process) * Revisions of GE program * Approval of courses into GE, ensuring they meet learning outcomes * Policies related to GE * Respond to and gain understanding of SUNY guidelines | Additional details regarding committee membership and duties can be found in the College Handbook  <http://www2.cortland.edu/offices/publications/handbook/part-one/#chapter150> |
| **Assessment – 18/19** | Reviewed the upcoming assessment cycle for 2018-19. Discussed adding GE 2 back into this year’s cycle because it was postponed last year. Discussed what seemed doable and realistic for the committee. The following categories will be assessed this year:   * GE 2 Natural Sciences * GE 6 Contrasting Cultures * GE 7 Humanities * GE 12 Science, Technology, Values and Society * GE 10 – writing studies confirm the writing committee has been doing ongoing assessment * Critical Thinking/Information Management - to be assessed as part of upper division writing intensive courses | **Check with Laura Davies to determine ongoing assessment of writing studies.** |
| **Rubric for Writing Intensive/Information Management review** | * Lauren presented a draft a rubric. Any changes still need to be confirmed by the writing committee. * The Library has created a research log for CPN 101/103 to see how first-year students are doing. They have also created a series of prompts that can be used in an assignment to assess research skills. An adjusted Fresno test was also developed as a quick multiple choice tool. A “read me” file was created with files and prompts and how how they relate to the rubric. * A question came up about how these ideas could fit into a discipline specific course. It was clarified that these were developed to assist with the assessement, but faculty could choose to use their own embedded assessement. * Discussion about SLO3 and perhaps splitting the SLO or give clear direction on how to assess. * Discussion on how to inform faculty about the assessment. These courses are different than GE courses where instructors confirm they will participate in assessment. * Information management is across the curriculum and upper division writing intensive classes seem like a good point in a student’s academic career to assess. * Hoping to pilot a few classes this fall to see how it works. | **Lauren will share feedback with Laura Davies and determine the next meeting of the writing committee.** |

Respectfully submitted by Abby Thomas