General Education Committee

Minutes

January 27, 2012

Present: Burk, Canfield, Hokanson, Klotz, Kuiken, Pickett, Schutt, Thomas, Van Der Karr, White

Excused: Kelley, Forde (student member), Mattingly

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| **Topic** | **Comments** | **Action Item** |
| I. Minutes from December 16 |  |  Minutes approved. |
| III. Director, IRA Report | Merle Canfield* 24 faculty (total of 28 courses) selected to participate in assessment
* ½ of those randomly selected have turned in their materials
* Four faculty contacted Merle/Anita with concerns about participating in the assessment
	+ No time to participate
	+ Adjunct who was not aware of the assessment
	+ 2 who thought their class was just assessed - these courses cover 2 categories and just happened to be selected twice
* C. Van Der Karr spoke with Provost and Dean to clarify that faculty cannot opt out of participating in assessment. Recognize it is additional work, but is a responsibility of teaching GE course
* Concerns brought up by adjuncts reminds us of how and when we communicate to new hires
 | * A. Kuiken will touch base with those who had concern to clarify process. She will also touch base with Dean Mattingly regarding the concern that came from a department chair.
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| II. Chair Report | Spring Semester Schedule* Spring meeting schedule set (will miss a meeting due to spring break)
* Minute rotation, alpha by 1st name

PHI 111 discussion* Question about what topic is covered in the 5-7 pages of writing - do we need to know what the topic is? Decided we probably don't need to know the specific topic.
* Discussion about whether someone from Quantitative Skills should look at course proposal
* Committee felt they did not have enough knowledge of course content to make an informed decision
* Committee would like to gather additional information to help inform their decision
* Recommendation to make adjustment to timeline in syllabus (Easter Break)
* Question #2 missing some information (but can be found in syllabus)

Assessment Update* Committee divided into groups to review syllabi
	+ GE2: \***Larry** and Orvil
	+ GE3: \***Linda**, Brooke, Abby, Anita, Jim
	+ GE5: \***Amy**, Sam
	+ \* and bold indicates team leader
* Committees will review syllabus by April 1st
* Discussion on Syllabi Review Sheet
	+ Remove first question
* All syllabi are available on the GE shared drive
 | * A. Kuiken will seek opinion and feedback from representative from the Quantitative Skills area
* C. Van Der Karr will ask Pam if there is a limit to the space used in the writable PDF
* Decision on PHI 111 proposal tabled until additional input can be gathered
* A. Kuiken will update review form and resend directions to map drive
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| IV. Other |  |  |
|  | Adjourned at 9:54 AM |  |

Respectfully Submitted by Abby Thomas, January 30, 2012