General Education Committee Meeting Minutes

November 1, 2012

Members Present: Brooke Burk, Merle Canfield, Anita Kuiken, Yomee Lee, Bob Spitzer, Abby Thomas

Members Absent: Janet Duncan, Kathy Lawrence, Bruce Mattingly, Sonia Sharma, Carol Van Der Karr

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| **Topic** | **Comments** | **Action** |
| 1. Minutes from previous meeting
 | Minutes from October 18 meeting will distributed at the next meeting. |  |
| 1. Discussion of GE assessment memos
 | * Merle provided copies of the memos from last year.
* Discussion occurred on why specific course/department information was not distributed.
* Questioned how useful the current data is to departments.
* Merle felt it was a statewide faculty senate policy that course specific information was not provided.
* Bob thought our campus could decide how we handle it.
* This shift was discussed last year and felt further discussion needed to occur.
* Decided to look at what other SUNY institutions are doing and what data they are providing to departments.
 | * Merle is going to contact Patti Francis at Oneonta and Nancy Willie-Schiff from SUNY
* Ask Carol if she has additional contacts we could call. Abby and Brooke willing to contact folks.
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| 1. Edits to memo
 | Two suggestions were made to edit the memo:1. Add a statement explaining why the data provided is general and not specific to course or department.
2. Change question #5 to ask what would be useful to have in the future regarding GE assessment data (department specific data?).
 | * Merle will provide wording for edit #1.
* Brooke will provide wording for edit #2.
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| 1. Discussion of Spring 2013 assessment
 | * The following categories will be assessed in Spring 2013:

GE 6, 7, 10a, and 12.* Committee to begin review of letter to be sent to those whose courses will be assessed.
* Suggestion to potentially add a paragraph to those faculty who might have been involved with assessment last semester acknowledging why they might have been chosen to be assessed again (course covers 2 GE categories).
* Suggestion to identify one member of the committee to help oversea each GE category being assessed to serve as point of contact for questions and follow up.
* Brief discussion on how the imbedded assessment process works.
 | * Merle will begin the random selection process of courses and bring the list to the next meeting.
* Abby will contact Carol about having the Provost send out an email to campus about the upcoming assessment.
* Anita will confirm the letter used last year is located in the shared drive. She will also confirm all new committee members have access to the shared drive.
* Brooke will send out a copy of the letter to begin discussing.
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| 1. Election of a committee chair
 | * Brooke offered to serve as chair.
* No other nominations came forward.
* There were no oppositions to the nomination so the secretary cast one ballot on behalf of the committee to elect Brooke chair.
 | * Thank you Brooke!!!!
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|  | Meeting adjourned 9:39 amNext meeting November 15 |  |
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Submitted by Abby Thomas