General Education Committee Meeting Minutes

30 March, 2012

Members Present: Alesia Forde (student), Anita Kuiken, Larry Klotz, Abby Thomas, Jim Hokanson, Amy Schutt, Merle Canfield, Brooke Burk, Bruce Mattingly.

Members Absent : Linda Pickett, Sam Kelley, Carol Van Der Karr, Orvil White

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| **Topic** | **Comments** | **Action** |
| 1. Review/Approval of Minutes from 16 March 2012
 | Review of Minutes | Minutes approved. |
| 1. Chair Report
2. New Template for GE Minutes is in GE folder on server.
3. PHI 111. Revision Review.
 | B.Anita sent materials to Philosophy Dept. that the GE Committee received from the Quantitative Skills Committee. | Decided to hold information Carol Van Der Karr obtained re. courses other SUNY schools permit for Quantitative Skills until we receive a reply back from the Philosophy Dept. |
| 1. 2012 GE assessment
 | C.Anita described her contacts with faculty missing deadlines for the GE assessment. |  |
|  | Discussed the status of the subcommittees working on the GE categories under review.  | Anita will resend the Category Assessment Worksheet to the committee members. |
|  |  | Faculty will resubmit revised syllabi with corrections. |
|  |  | If a course fulfills two or more GE categories, the syllabus should have all the learning outcomes listed. |
| 1. Director of Institutional Research and Assessment Report
 | Merle handed out a list of those who have completed various aspects and met deadlines.  | Members of the committee who are reviewing a particular category should contact those missing deadlines. |
| 1. Revision of memo to Chairs of Departments involved in Spring 2011 Assessment.
 | Discussed the Memo. | Deleted points 4, 5, and 7.Revised Point 6 to read: “Please describe any changes to content or pedagogy that your department may consider as a result of this assessment. Please include a rationale for the changes and a projected timeline for implementation.”Revised Point 8 to have hard copy or electronic version sent to Pam Schroeder. |
|  | Discussion ensued on which results are transmitted to the departments and how. In order to make GE assessment meaningful, the results need to be made available to the departments while maintaining the privacy of the instructor. | Dean Mattingly will bring this issue up with the chairs at Chairs Council to get their opinion. |

Submitted by L. Klotz 4/5/12

Review by A. Kuiken 4/5/12