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. |
| 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 |
| IV. Other |  |  |
|  | Adjourned at 9:54 AM |  |

Respectfully Submitted by Abby Thomas, January 30, 2012