General Education Committee Meeting Minutes

15 November, 2012

Members Present: Carol Van Der Karr, Merle Canfield, Abby Thomas, Anita Kuiken, Yomee Lee, Sonia Sharma, Brooke Burk

Members Absent: Janet Duncan, Kathleen Lawrence, Bruce Mattingly, Tawana McNair, Robert Spitzer

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| **Topic** | **Comments** | **Action** |
| Approval of November 2, Minutes | No comments | Minutes Approved |
| Letter to chairs | * Changed Spring 2012 to Spring 2013 (3 places) * It was decided that the response date will be set to Feb 1, 2013 * Merle commented about # 6 on the letter, and the wording was adjusted from the “*Report of the Provost’s Advisory Task Force on Assessment of Student Learning Outcomes*” from 2008. It was decided to drop the word “embarrass students”. * Carol clarified the purpose /meaning of what faculty senate meant when they ask not to share the GE assessment date publically. For instance one of the reasons is that allowing it could open doors to the assessment to be used to assess teaching effectiveness of a faculty for their promotion portfolio. | * Brooke will make the changes and send it to Kathy today, who will then send the letter out to the chairs, tomorrow. |
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| Documents to be sent to the faculty to be assessed | * Goal: Send notification email to the faculty sometime next week * Dates were decided on different parts of the assessment letter   Part 1: Jan 25th (2 days after classes start);  Part 2: March 1st  Part 3: 24th May (a week after Spring convocation)   * It was decided that a sticker saying “ you are already a winner” will be put in the notification letter. * Merle said he had some technical difficulties finding some information online which he needs in order to get a random sample of GE courses to be assessed in Spring 2013. | * Merle will get the list of faculty members to be assessed. * Brooke will send notifications to Kathy Gustafson who will then send it out to the faculty. * Carol will help Merle with the technical problem. |
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| Rubrics | * It was decided that the rubrics will stays the same as before. | * Kathy could help with that. |
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| SUNY GE transfer equivalency Issue | * Carol brought up an issue which associate deans are facing which is how to decide whether a transfer course from non-SUNY Colleges could be counted towards the SUNY GEs, for instance a Marine Biology course. There are no protocols to help decide on these issues. | * Carol will draft a protocol. |
| Collection of Assessment Forms | * It was decided that Pam Schroder should continue collecting the forms from all the faculty members, as she did last year. |  |
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| Committees for each GE categories | * It was decided that Mary Kennedy, Chair of the writing Committee, should be notified regarding the upcoming assessment of GE 10 (a). * The committees for each GE category will be decided in the next meeting. | * Merle will contact Mary Kennedy, and inform her about the upcoming assessment. |
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|  | Meeting adjourned 9:52 am  Next meeting November 29 |  |

Submitted by Sonia Sharma