General Education Committee

February 22, 2010 – HUB 119

M I N U T E S

<u>Present:</u> Lourdes Aviles, Samuel D. Brickley II (Chair), Mary E. Campbell (consultant, non-voting), Christopher C. Chabot, Wilson A. Garcia, Elliott G. Gruner, Jong Yoon Kim (2:34 pm), Jillian Spring (student, voting), David Zehr [eight voting members]

<u>Absent:</u> Corey J. DeGroot (student, voting)
<u>Vacant:</u> Dean of the Academic Experience
<u>Presenter:</u> James Whiting

Recorded in the order in which the agenda item was discussed. Sam Brickley called the meeting to order at 2:30 pm.

1. **Approval of January 26th retreat and February 8th minutes.** *Approved by general consent.*

2. **Course Proposals**
   a. <u>Early Review (approved); sunset date is 5/2014:</u>
      - ARDI 1300 Myths, Masks, and Identity (SSDI)
      - EN 3290 Postcolonial Literature (GACO)
      - EN 4010 The Medieval Cult of the Saints (INCO)
      - EN 4050 The "Real" World (INCO)
      - MA 4420 Numerical Analysis Using the Computer (TECO)
   b. <u>Standard Review :</u>
      - CDDI 1xxx (experimental CTDI). Withdrawn by the Department.
   c. <u>Standard Review; sunset date is 5/2014:</u>
      - LLDI 2020 Queer Language, Culture, and Identity (SSDI) (DICO). *Approved 8-0-0-1.*
      - BIDI 2050 Plants and Civilization (SSDI). It is currently being offered as an experimental course and was approved to be SSDI. The Curriculum Committee approved it February 19th to be a permanent offering. *Approved 7-0-1-1.*

3. **Reports**
   a. Actions of the Curriculum Committee That Affect General Education Courses. Mary reported the changes approved February 19th by the Curriculum Committee. Chris moved, David seconded, to continue the General Education status for these courses: AH 2700, AH 4100, BIDI 1220, BI 4050, EN 1200, ER 3300, HE 3760, HI 2222, HI 3820, MA 1500, MA 1900, MA 2140, MA 2200, MA 2300, CJ/MA 2350, MA 2490, MA 2500, MA 2550, MA 2560, MA 3230, MA 3460, MA 4020, MA 4140, PE 2550, PE 2731, PE 3720. *Approved 8-0-0-1.*
   b. Revisions to student evaluations/electronic evaluations (Sam). Sam reported that he had attended a meeting that morning. Annie Gagne had approached Dan Moore about doing online evaluations for all courses; this was coming from the Student Senate. Ellen Murphy and Dan previewed a software package (courseeval) that would be able to do evaluations for courses and for General Education. It would be tied into Banner; it would e- mail the student to do the survey; the professor would get feedback as soon as grades were posted. The software package would e-mail reminders to students to do the evaluation. Sam did not know the cost of the software. COBA wants to pilot it. Is there any consequence for not doing it? Need more conversation about that. Can package it as the institution wants. They have prepackaged questions and will also use our questions. Can't we build this ourselves? Don't know if ITS has the resources. Would have to talk with MIS and get in their queue. We're giving someone

General Education Committee

outside our data. Can have it go to their servers or for a price, data can go to our servicers. Limited resources. Promising but easy to set up a quiz in Blackboard. It could be more work for the professor to set the evaluation up as a quiz and give one point for doing it. Students are very concerned about anonymity. ITS said they could potentially send it anonymously. This product guarantees anonymity. Zach is manger of MIS; he could tell you what is possible or if we can do it.

c. Set timetable for spring agenda items (Sam et al.). There are four meetings remaining to the semester.

- Revisions to course proposal/sunset renewal form. Sam will meet with Mary and then bring it to the *March 8th* meeting. If approved, one form will be used beginning next year.
- Revision to student evaluation form. Tied with electronic issue. Hold on the back burner for now.
- Early/Standard review procedures. Do with the forms; linked to assessment.
- Assessment. PPDI Focus Group in *April*; perhaps do it twice on different days/times. 2005 General Education Assessment Plan Guidelines: scan it and e-mail it to the Committee. Check off from the table in the report what we have done and then plan for what we will do [*April 26th*]. Do faculty surveys of different issues.
- Procedure for electing Chair. *April 26th*. There is no consistency, apparently, with how the various policy-making committees do this. Be certain of the rules before we vote. Elliott will bring a motion.

e. First year courses (Elliott). *April 12th*. Invite the coordinators of these three courses (EN 1200, IS 1111, Mathematics Foundations) to come to our meeting, give us feedback, suggest any changes, what have they done for assessment; may be some convergence. We need a plan to have them come and discuss. Elliot will propose a motion *March 8th* to invite them and discuss these first year courses.

d. Global Awareness Connection Focus Group (Lourdes). Lourdes gave an overview. Very satisfied to have students learn about other places in the world. Challenges—not having right expertise to teach them. Need to learn what is going on on campus; there is a lot happening but not all is known; would be good to have one place to have all information. Instructors had no idea that the Undergraduate Studies Office was no longer doing Gen Ed evaluations, that the department was doing them. Some interest in having a Gen Ed database. Faculty list their special areas/expertise/life experience; could be volunteer; clearinghouse of resources.

We will discuss *March 8th* if we can meet any extra times during the semester or whether to have a retreat immediately following the semester.

4. **Announcements**. None given based on the lateness of the hour.

The General Education Committee meets on the second and fourth Mondays of the month from 2:30 to 3:30 pm in HUB 123. The next meeting of the Committee will be **March 8, 2010**.

The Chair declared the meeting adjourned at 3:40 pm.

Respectfully submitted,

Mary E. Campbell, Scribe
Director of Curriculum Support

These minutes were approved March 8, 2010.