

# SUNY Broome General Education Committee Meeting Minutes

Thursday, April 4, 2019 3-4:30 pm

## Decker 217

**Voting Members Present:** K. McLain, P. Evans, K. Moyer, S. Ohl, C. Tokos

**Non-Voting Members Present:** S. Adanu, A. Haggerty

- I. Call to Order: 3:02 pm
- II. Review and approval of the minutes (4/0/0) C. Tokos 1<sup>st</sup>, K. Moyer 2<sup>nd</sup>
- III. Course Proposals/Revisions:
  - a. No new courses to review at this time.
  - b. Gen Ed SLO Revisions going through SLO Revision Committee:  
Completed: BIO 111, GEO 120 and PHI 203.  
In Process: CHM 120, 123, 124, 125, 126, CHM/BHM 127, CHM/CUL 128,  
CHM/ART 129, CHM 130, CHM 247.
- IV. Updates:
  - a. Gen Ed Assessment Plan Updates/Gen Ed Course List Updates:  
  
CHM, SPA, PHS, Effective Speaking, THR, PSY 210 in progress. Physics not completed. K.McLain met with R. Lofthouse to discuss revisions/assessment plan.
  - b. Course Proposal/Deactivation/Revision Procedures sent to Dr. Frances Battisti for review – he has approved. New forms will go on website.
  - c. Nuventive Updates:
    - A. Haggerty is talking to Foreign Language as a test run for Nuventive, input at course level.
    - K. McLain provided a training for BPS on Nuventive.
    - A. Haggerty reiterates that only Gen Ed must map. Look at results to determine if dollars are needed to set-up a program review and will talk to Dr. Amy Brandt.
  - d. SLAC Updates: Andrew Haggerty, SLAC Chair:
    - A. Haggerty – Gen Ed is responsible for the Gen Ed portion of the Institutional Assessment Plan.

e. Representation of Gen Ed at SLAC meetings Spring 2019 semester: NSC 207G at 11:00 AM on these Fridays: 4/26 and 5/10 from 11 – 12:00 PM.

K. Moyer will attend these SLAC meetings.

V. New Business:

a. Bylaws Review

K. McLain – Meeting Agendas will be posted on website. Secretary records minutes then sends to Chair for review; Chair sends to Distribution List then to Secretary of CAO. Should Chair of Catalog Committee receive minutes? On an Annual basis – current list of SUNY Broome Gen Ed courses come from CAO. Course Approvals and Denials maintained on Gen Ed website. Most recent list of Gen Ed courses from Ciara Cable, do we have two lists? Established meeting times for Gen Ed is Thursdays at 3:00 pm, this is opposite Curriculum Committee meetings. Absentee voting is permitted prior to the meeting, and through the day of which the Gen Ed meeting is held until 11:59 pm. Ad Hoc Sub-Committee Report – the review sent to CAO for final approval. Chair transition procedure discussed: Chair-Elect is voted on at end of fall semester to begin training for position in the spring semester before current Chair officially steps down at end of spring semester. Chair-Elect mentored by current Chair in spring semester. Chair-elect becomes Chair in the following fall semester.

K. McLain will send Bylaws update for electronic vote with a deadline.

b. Green Paper: SUNY Gen Ed Requirement Review Process; Comments/Feedback to be received via email and at next meeting to be forwarded to F. Battisti.

A. Haggerty – I agree with recommendation that SUNY Gen Ed should mirror Middle States. A reduction of Gen Ed courses should be shared with departments.

c. Gen Ed's role in a Revised Institutional Assessment Plan Discussion of Program/Data Collection: Establishment of IAP and Program Goals for Gen Ed.

K. McLain – How and why we assess Gen Ed courses.

A. Haggerty – SUNY Rubric and what is Middle States looking for – a narrative form should include an overview of why and how Gen Ed is structured. How we report it. What is the assessment plan?

S. Adanu – Process that we have for assessment of Gen Ed courses.

K. McLain – Talk about how we have restructured and a current plan discussion, Gen Ed as a program. The challenge is that people are not assessing. Keep track of Gen Ed assessments in a systematic way. Submission of data, what is done with the data? We will use 52 Gen Ed courses as the sampling for SUNY Broome.

S. Adanu – What we plan to do - Gen Ed will run reports of submissions in Nuventive.

K. McLain – Chair will access data and use during the Gen Ed meetings. Receive formal feedback from faculty. Chairs of Departments can analyze data that Gen Ed reviews and gives feedback. Memo from Gen Ed can read “IEAP” – Institutional Effectiveness assessment Plan.

A. Haggerty – Joint Sub-Committee of Gen Ed and SLAC – avoid redundancy. Assess the assessment with a three-year cycle. Program review in Nuventive.

S. Ohl – Reports go to Deans and CAO.

A. Haggerty – Course will be delisted if assessment is not done. We have an obligation under Middle States to assess Gen Ed. We need to be compliant. No alternative. Recommendation from Gen Ed to CAO that gen ed courses not assessed should be deactivated as gen ed status.

K. McLain – Monitor assessment schedule, Gen Ed provides data and recommends the delisting of a course.

A. Haggerty – Plan for this data in Nuventive now. Gaps in student learning, a Middle States problem. This messes-up students – accreditation. Credentials need to be vetted. Assessment records for courses in the student’s records, we need a clear assessment process. A faculty responsibility. Adjuncts and assessments – in a holding pattern – need to be resolved. It is in the contract. You are compliant if you are making a sincere effort. We are accredited. We need to provide more resources to help adjuncts get assessments done, an academic issue. Make it easy, embed questions in the curriculum, fit questions into the course.

K. McLain – 200 + courses, all Gen Eds need to be assessed however our 52 Gen Ed courses are a sampling and will be the focus to get the process going.

A. Haggerty – Goals, benchmarks, and curriculum improvement. 52 courses, this is the program review.

K. McLain – SUNY Broome Institutional Learning Outcomes (ILO's) and Meeting Minutes from March 21<sup>st</sup> for review handed-out at the beginning of the meeting.

A. Haggerty – refer to D. Moeckel's crosswalk.

VI. Call for New Business.

VII. Adjournment at 4:36 pm.

Next meeting on Thursday, April 25, 2019.

Respectfully submitted by Patricia Evans, Secretary.