

General Education Committee Meeting Minutes

Friday, April 14, 2017

Voting members present: H. Koster, T. Skinner, S. Ohl, E. Heard, K. McLain

Excused absence: E. Brand

Non-voting members present: R. Hagerman, S. Adanu, D. Kutz, D. Berchtold

- 1). Call to order/approval of agenda (K. McLain, T. Skinner, 4/0/1)
- 2). Distribution of agenda. Addition of Dr. Adanu to agenda to discuss progress report on Gen Ed curriculum mapping and assessment, due to Middle States on 10/1/17. H. Koster requested a discussion of new business occur prior to old.
- 3). **New business:**
 - a). Dr. Adanu discussed Middle States and SUNY Gen Ed assessment requirements. He previously provided an overview of this process via email to all members. Dr. Adanu directed the committee to the Gen Ed Assessment Schedule, sample SLAC learning assessment form, and critical thinking rubric, documents found within this Gen Ed Assessment Plan.
 - b). R. Hagerman discussed the challenges to the assessment and provided an overview of the critical thinking and informational technology assessments (SUNY-GER Infused Competencies), which occur on campus. For programs which require ENG 220, critical thinking is assessed. However, some programs cut ENG 220 for seamless transfer, so will need to ensure they are meeting the critical thinking requirement. SLAC, the TRC, and Library have modules on information literacy available for all student access which can aid in meeting this requirement.
 - c). SUNY provides a rubric, which would aid in the process of course review. One course is required to be assessed at minimum per 3 year cycle for SUNY. Middle States requires this assessment every 4 years. Degree programs, not certificates are required to complete this review.
 - d). R. Hagerman discussed conversations about the status of SLAC and Gen Ed and stated the work of the two committees overlap but there is a lack of communication between the two, and that perhaps it would be in the best interest of the campus to combine the two. Possibilities include: 2 separate but combined committees with part of the committee focusing on Gen Ed review of courses; scheduled meetings throughout the academic year for both committees to discuss assessment of courses, or leave committees as they are. K. McLain discussed concern of further bogging Gen Ed down with adding additional members to the discussion of Gen Ed courses. The committee discussed that this issue warrants further discussion and examination. D. Berchtold will arrange a meeting between SLAC and Gen Ed Chairs to further discuss this issue.

e). R. Hagerman will provide questions members can ask their divisions and a pdf of current Gen Ed courses to aid members' discussion with their division. Members will bring back findings to where their divisions are in the process of Gen Ed assessment to the meeting on 5/12.

4). Old business:

a). H. Koster discussed conversations with Dr. Firenze and Dr. Sumner about BIO 170. This course will be brought to Curriculum Committee on 5/4 to be changed from a special topics course to Bio 122. Dr. Sumner will be invited to a Gen Ed meeting to propose her course for Gen Ed approval.

b). H. Koster spoke with Rachel Hinton and Ciara Cable about cleaning up Gen Ed website. He asked the committee thoughts about whether by-laws should go up prior to revision. S. Ohi suggested they be put on the website with an addition of the date to current by-laws and revised by-laws to be added once completed. The committee agreed that the mission, by-laws with date, process of how a course becomes a Gen Ed course, and current committee membership remain on the website. An archived section for courses approved to be put on website.

c). D. Kutz asked if it was the committee's responsibility to maintain a list of assessment of Gen Ed courses. It was discussed that this is a question which warrants further exploration.

d). Discussion of work to be completed on by-laws and process of course proposals for Gen Ed. Documents are within Google docs for committee members to work on thoughts about short/long-term goals for committee as well as a document for by-laws. Members were asked to review these documents and to add comments so as to work on this process outside of meeting times.

e). The committee agreed to meet on 4/28 to focus on process vs by-laws to prevent becoming bogged down in by-laws and to better serve the campus community. The committee will meet on 5/12 to discuss what Gen Ed reps has discovered from their divisions with regard to what is needed to complete the Middle States assessment of Gen Ed. The committee will again meet on 5/19 to discuss by-laws and forms.

f). K. McLain brought up a concern about the summary which was sent to Francis had members' names attached to individual summaries, which was outside of what the committee agreed upon as some members were not in favor of this process. H. Koster discussed that he felt in the spirit of being transparent that it was necessary to include members' names and that he did not want to hold back a submission to Dr. Battisti by editing others' words. The committee agreed during its work on process, we will again address this issue to find a way to provide the summary to Francis as well as the course proposer in an agreeable manner to all.

5). Meeting adjourned 4:22 pm.

Respectfully submitted, Kim McLain