

# SUNY Broome General Education Committee Meeting Minutes

Thursday, September 20, 2018 3-4:30 pm Decker 217

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

**Non-Voting Members Present:** S. Adanu

- I. Call to Order: 3:04 pm
- II. Review and approval of the minutes (9/06/18)

P. Evans 1<sup>st</sup>, B. Dawe 2<sup>nd</sup> (6/0/0)

- III. Course Proposals:

New course proposal: Dr. Henry Bartlett: ANT 200 – SOC 200: Women, Gender, Sexuality. A current Gen Ed course; reviewing learning outcomes for mapping to Gen Ed outcomes. K. McLain reiterates to first meet with Gen Ed to revise and meet course requirements then Curriculum Committee, a best practice, makes it easier on faculty. Dr. Bartlett informs us that Dr. Leira Manso will be teaching this course. Dr. Bartlett suggests to revamp all outcomes to make assessment streamlined; and to connect to Institutional Learning Outcomes (ILO's); that new courses for SOC need this structure in the future: to focus on theory, concept, and research methodology.

K. McLain states the following are needed for new course: new course proposal, signature sheet signed, copy of Curriculum Committee proposal, post electronic copy of Gen Ed new course proposal, and send those documents to K. McLain for Gen Ed to officially review the course. Final materials eventually get sent to R. Neal and Dr. Fran Battisti for records, after Gen Ed review, so these documents must be completed.

Dr. Bartlett sums it up: assessing is already done, now asking faculty to include in a document and share with others. Templates make it easier.

S. Adanu suggests for SLO #1, replace ILO 1 with ILO 4 (Scientific and quantitative reasoning) and for SLO #2, keep ILO 1 and add ILO 2. SLO #3, #4, #5 as proposed.

SOC 110 mapping: SLO #1, add ILO 2; SLO #2, add ILO 4; SLO #3, #4, #5, as proposed.

K. McLain explains, SUNY-GER SLO must meet all learning outcomes that are listed by SUNY Guidelines to become a course within that SUNY GER category to be considered for approval for Gen Ed status in that category. SUNY BCC ILO is provided by our college and all course SLOs must map to at least one of these. Assessment Timeline requires assessing every three years. Learning Activity is chosen by the faculty, for example: quiz, paper. Criteria for successful Benchmark could be measured by exceeds, meets, approaches, if using a rubric. Criteria and benchmark set by faculty; Gen Ed can provide suggestions for ease of assessment.

Motion that SOC 110 learning outcomes have been reviewed and revised therefore meeting SUNY Gen Ed criteria, Dr. Bartlett may proceed to the Curriculum Committee.

S. Ohl 1<sup>st</sup>, C. Tokos 2<sup>nd</sup> (6/0/0)

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K. McLain suggests Dr. Bartlett proceed to the Curriculum Committee with SOC 110, however cannot approve SOC 200 at this time, without required documents.

IV: Updates

- a. K. McLain reviews member terms and positions.
- b. Memos from Dr. Battisti F/U from spring semester, regarding:
  - i. K. McLain informs that Basic Communication Memo (9/13/18) and Dr. Battisti's reply placed on website for public view.

Memo to Dr. Battisti explains that English Assessment Plan did not meet criteria for communication requirements. Gen Ed proposes that 110 and 111 do not have to meet all criteria, based on review of other SUNY courses within the system in which it captures either writing or oral within their basic English required course. Middle States says English does not have to require oral and written assessments within the same course; they need to be captured somewhere in the student's program. CAO group would like to meet with K. McLain for further discussion. SUNY Broome Gen Ed Courses (Dashboard) updated on website.

- i. Every single Gen Ed course is listed.
  - ii. MUS 113 is approved, not yet listed in SIRIS data base.
- c. Website updates: Course Archives updated, Revision of Folders, Assessment Tab
- d. Nuventive updates. S. Adanu reports that mapping is finished; Spring 2019 – faculty will begin to enter course learning outcomes and map their individual courses.
- e. SLAC updates.
  - i. K. McLain states ultimate goal – all information on Nuventive.
  - ii. S. Adanu suggests that A. Haggerty send emails to SLAC, copy and paste results in Nuventive instead of Google forms.
  - iii. K. McLain – “Closing the Loop” – develop, collect, analyze, receive feedback during assessment. Gen Ed focus is to obtain completed assessment plans from courses on the Gen Ed Revised Assessment List this year.

- iv. K. McLain reviews how to navigate website, New Course Proposal Forms, De-Gen Ed Forms, Rubric, Documents, Assessment Tab added to display exemplars for future examples that faculty can refer to – transparent, accessible, supports Middle States culture.
- v. P. Evans suggests adding a visual flow chart for visual learners and a list of Assessment Facilitators for faculty reference.

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V. New Business

a. Assessment Plans/Infused Competencies Plan

- i. K. McLain suggests proposal for campus revision of new learning outcomes to present to Curriculum Committee – map and plan is all that is needed for changing learning outcomes. Faculty can copy and paste later into Nuventive. Measurable, not tedious or a burden, a streamlined process. Propose to Curriculum Committee to suggest revised plan to assist campus faculty on revision of learning outcomes to help facilitate this process; only assessment plan mapping is required; that Ad-Hoc Committee review assessment plans; furthermore, recommend this committee to be formed to A. Glenn, Chair of SLAC.
- ii. Motion for Gen Ed proposal above so that SUNY Broome can meet requirements for Middle States in a timely matter. Time management; get courses off the books that are not scheduled, de-activate or re-activate.  
S. Ohl 1<sup>st</sup>, 2<sup>nd</sup> (6/0/0)
- iii. K. McLain – TRC workshops to inform faculty of assessment procedures.

VI: Call for New Business – None.

VII: Adjournment at 4:34 pm

Respectfully submitted by Patricia Evans