

## SUNY Broome General Education Committee Meeting Minutes

Tuesday, September 12, 2017 3-4:30 pm NSC 207-G

Voting Members Present: K. McLain, E. Heard, J. Prindle, E. Brand, P. Evans, S. Ohl,

Non-voting members Present: D. Berchtold

- I. Call to order : 3:05pm
- II. Review and approval of minutes (9/7/17) E.Brand 1<sup>st</sup>, J. Prindle 2<sup>nd</sup> (5/0/0)  
Discussion: SUNY institutional outcomes and MSCHE must match
- III. New Business
  - a. Meeting schedule for semester-review/vote: Tuesdays 3-4:30 NSC 207 G  
9/12; 9/19; 10/3; 10/17; 10/31; 11/14; 12/5; 12/15 (Friday)
  - b. Committee in agreement that minutes and agendas will not be distributed at meetings. They will be posted on the website to be reviewed prior to meetings. Members can discuss and voting can take place at start of meeting to improve efficiency of meeting times.
- IV. Old Business
  - a. Website updates : [www.sunybroome.edu/gened](http://www.sunybroome.edu/gened)
    - i. Pending meeting minutes will be posted; mission statement is front and center; documents will be archived
    - ii. Steve brought up confidentiality. Unless a sensitive topic needs to be brought to F. Battisti, all info should be accessible. If a vote is controversial, each voting member's identity, as it might be attached to comments on a vote should be available to the committee only, a summary of comments will be available to campus.
    - iii. All committee members should have access to website and documents.
    - iv. Members reviewed their names, etc. on the website to ensure accuracy.
  - b. Discussion of Dr. Brandt's presentation and directions for committee regarding assessment
    - i. Committee members will be in contact with department chairpersons to determine where each is in the assessment process.
    - ii. Department Chairpersons should be provided bullet points to discuss with faculty regarding the assessment process.
    - iii. J. Prindle will share a template for assessment from her department.
    - iv. Student learning outcomes should be listed within courses to complete assessments.
    - v. A plan will be made when more questions are answered. K.McLain to speak with Dr. Brandt and Rachael Hagermann to further explore the SLAC and assessment process.

- c. Discussion of by-law revisions
  - i. By laws are a living document and will be adjusted as needed.
  - ii. Membership numbers may be addressed in the future. List will be maintained on the website.
  - iii. Revision: to amount of time between 2 consecutive terms and when a member could join as a voting member again. Will be revised to: after serving 2 consecutive terms, members are ineligible to serve on the committee for a period of one year.
  - iv. Officers shall be elected for a term of one academic year, and may serve a maximum of 4 consecutive years.
  - v. Discussion of distribution list: Dani will contact Academic Advising and Financial Aid Director to inquire as to whether they will continue to be on list. Distribution list will receive an email that documents are posted on website once ready vs sending all documents. Distribution list will not receive all committee information (e.g. works in progress) until work by the committee is completed. Steve brought up possibly readdressing committee membership (e.g. including non-voting members as committee members). It was concluded at this time the distribution list should be sufficient with transparency of using the website for communication with campus.
- d. Discussion of rubric development. Purpose of rubric debated. Committee in agreement that individual rubrics with committee members identifying information/remarks will not be distributed to those outside the committee nor included in the distribution list mailings. Summary rubric will be compiled by Chair and submitted to the distribution list.

V. Adjournment 5:30 pm.

Respectfully submitted,

Erin Heard, Secretary

Additions added by K.McLain, Chair upon E. Heard's departure from meeting