

SUNY Broome General Education Committee Meeting Minutes

Thursday, March 7, 2019 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, Dr. Francis Battisti, D. Berchtold

- I. Call to Order: 3:02 p.m.
- II. Review and Approval of the Minutes (02/21/19)
 - a. K. Moyer 1st, C. Tokos 2nd (4/0/0)
- III. Course Proposals/Revisions
 - a. No new courses to review currently.
 - b. Course Deactivations: Dr. Richard Firenze BIO 155 is not a Gen Ed Course. VOTE on BIO 202 and BIO 218. K. Moyer 1st, C. Tokos 2nd (4/0/0)
 - c. Gen Ed Course SLO Revisions going through SLO Revision Committee: BIO 111.
 - d. Gen Ed Course SLO Revisions confirmed Completed: ART 105, 106, 115, 118, 125, 226; POS 201, 203, 204, 205, 210; PSY 110. ART/COM 112 – not completed.
K. McLain - sent memo to Deans entitled, *Updates to the Revised General Education Assessment Plan*.
K. Moyer reports that LIT is making progress.
K. McLain - no updates on physics and working on PSY 210.
B. Dawe - can talk to Katherine Bacon about THR 101.
- IV. Updates
 - a. Gen Ed Assessment Plan Updates. See above updates.
 - b. Nuventive updates/Assessment Facilitator Updates.
 - A. Haggerty – we can perfect one-on-one training in Liberal Arts by refining guidelines, electronic hand-outs, and developing tutorials. Test these methods on some people, then they can explain to others, this can be a practice run.

March 8, Phase I brochures are here. Different courses need different methods for inputting data. Learning how to input will take place in each department – programs and Gen Ed courses make it complicated. Courses are part of programs and may need alternative methods for inputting. Nuventive will be up and running soon. Need to find administrator to administrate Nuventive. It is intuitive and a giant database for putting in data, use the fields.

c. SLAC Updates.

A. Haggerty, SLAC Chair. Need institutional plan for the college; draft a document with three buckets: 1. Non-academic, non-teaching; Financial Aid is under S. Adanu. 2. All course assessment for student learning at the program review level. 3. Gen Ed assessment program needs to be assessed.

Institutional Assessment Plan: Student Learning Assessment Committee (SLAC) & the Institutional Effectiveness and Strategic Plan Committee (IESPC) Joint Recommendation, Spring 2019, DRAFT distributed for review.

SUNY transfer courses should be mapped to Institutional Outcomes – now the same as Gen Ed outcomes. MSCHE – every course needs to be mapped to this.

As a college sets up an institutional effectiveness plan, a new plan is needed immediately, construct this and get it approved this semester. Anyone should be able to find this plan that is clear and accessible. A new institutional effectiveness plan is a logical follow-up to the changed Strategic Plan.

Mechanism to access – how will we access, spell it out, easy for the visiting team to follow a bread crumb trail. Changing SLAC forms – Nuventive Forms. How do we explain, how do we make a judgement, and how do we use data to create positive change? For program review, common training resources need to be developed including training for Chairs.

Less fragmenting. Plan for Middle States comments. No disconnects – we want streamlined, seamless experience for Middle States to see data so we need to be mindful where material is stored. Share this plan with Shared Governance. It is SLAC's responsibility to review course level student learning outcomes and program level student outcomes; both need to be in the catalog or do they, do we continue with this practice? Inappropriate course level student outcomes are currently in the catalog, this is a problem as they are ineffective and therefore not providing good assessments; a discussion is needed for a change in order to collect good and available data.

F. Battisti – Reorganization on campus, currently four Deans. Bring someone in from outside to help with reorganization, as dedicated officers are needed. Who what, where must be done.

A. Haggerty - D. Moeckel established deadlines in a handout called *Lessons Learned, A Roadmap* for an assessment plan.

S. Ohl – Manage the process, who does what mentioned as an addendum to the plan; reiterates F. Battisti.

A. Haggerty – we need a centralized location. *SCOA Institutional Effectiveness* is projected on the screen; covers overall design and organization, and documentation. Is the data from courses – curriculum maps - effective? How do we know that it is good? Are students learning skills? Overall sense of values. Middle States loves Convocation; they like it under the Gen Ed heading for reporting purposes.

K. McLain - Academic Initiative Affairs – good progress with forms and maps.

A. Haggerty – we need a narrative in overall institutional effectiveness of the assessment plan – a responsibility to Gen Ed. How, what, specific plan for assessing effectiveness of data, then what do we do with data, and the cycle continues.

K. McLain – Gen Ed program needs student learning outcomes.

A. Haggerty – core academic values confirmed? Did students learn anything? Need a narrative (a history of three years and how do we move forward, are students achieving ILO's?) tied to the institutional learning outcomes and strategic plan. Do students graduate with satisfaction that they have learned oral and written communication skills – are we equipping them for an electronic future, will they be successful? Data must be tied to this.

K. McLain – set-up program in Nuventive mapped to ILO's – extract data.

A. Haggerty – peer review system now, without accreditation – what happens to students with financial aid?

F. Battisti – it would then be a national system.

A. Haggerty – three areas to focus on include unit assessment, Gen Ed, Curriculum.

K. McLain – Nuventive will solve overlapped committees by having data go into one system.

S. Ohl – avoids duplication.

A. Haggerty – do the process in Nuventive – consolidate SLAC and Curriculum Committee here with same forms.

d. Representation of Gen Ed at SLAC meetings Spring 2019 semester: NSC 207G at 11 AM on these Fridays: 3/22, 4/26, and 5/10 from 11-12 p.m. Covered.

V. New Business

a. Curriculum Committee Deactivation/Inactivation New Process/Impact on Gen Ed.

K. McLain – faculty decide whether to deactivate or inactivate; deactivation gets rid of course permanently, however courses never come off the SUNY dashboard as a Gen Ed course because of needed transfer information that must be researched. A list is provided of all courses on the SUNY dashboard – current and deactivated. New process in Curriculum Committee will inform Gen Ed Committee of deactivations/inactivations so can keep track of changes as we move forward. No current Gen Ed course list from SUNY Broome available.

K.McLain working on this. Has emailed chairs of departments to ensure their general education courses are current. *Best Practice for Deactivation of a Course as a General Education Course* handed-out. Discussed revision to the process to ensure current. K.McLain asks committee members to review for discussion for next meeting. Gen Ed should be one-hundred level courses, not 200 level because the intent is that Gen Ed is for foundation courses. Some departments do not know how many Gen Ed courses they have.

S. Ohl – who is responsible for SUNY Broome approved Gen Ed courses – active only?

A. Haggerty – do not use websites for archival information.

S. Ohl – process management.

K.McLain- we can add into the bylaws that this list once completed should be looked at once a year.

S.Adanu says this will solve the issue of keeping most current offerings available. We do not need to keep list maintained on college website as no one is overseeing its maintenance. Can keep list on Gen Ed website.

K.McLain-Plan is to remove Gen Ed course listing on college website and keep document on Gen Ed website. K.McLain will continue to work on this document, as she obtains information from departments.

b. Assessment of Gen Ed SLO's.

S. Adanu – all Gen Ed needs to be assessed for all divisions. Document K.McLain is creating can be adapted for this use to keep track of Gen Ed assessment.

S.Adanu says this will be a useful tool.

K. McLain – form a tool to keep track

c. ILO Descriptors.

S. Adanu – highlights include competencies in each area. Definitions – for example – library use or hygiene. K. McLain and A. Haggerty will look.

d. Review of Bylaws/Member Terms/Chair Transition Plan to be discussed.

e. Review of Gen Ed Process (Proposals and Deactivations) to be discussed.

VI. Call for New Business

None.

VII. Adjournment at 4:34 p.m.

Next Meeting on March 21, 2019.

Respectfully submitted by Patricia Evans, Secretary