

General Education Council

Meeting Minutes

November 12, 2009

Allie Young 31

The General Education Council met at 7:30 a.m. November 12, 2009, in Room 31 Allie Young. Members present: Yvonne Baldwin, Carol Wymer, Robert Boram, Glen Colburn, Timothy Hare, Dianna Murphy, Clarendia Phillips, Loretta Lykins, and Dayna Seelig.

Agenda Items:

- Information on Blackboard site for course approval was provided by Yvonne. The site is now available with all members having been enrolled. The site will be used to post course proposals and for review and comment purposes.
- Subcommittee Reports: Robert Boram reported for the FYS Subcommittee, which has been meeting on Mondays at 8 a.m. The subcommittee is currently working on the assessments section of the FYS course proposal. They plan to have the proposal ready for submission to the GE Council soon. The council discussed the importance of the assessment that arcs through the GE curriculum from FYS to capstone. The council discussed and agreed that faculty teaching the FYS must understand and agree to weight the assessments in such a way that students understand their value and importance.
- Editing and approval of Interim Distributional Course proposal document took place. Some of the suggestions made by Rebecca Katz were accepted. Additional language was suggested to make it clear that this is a one-year situation. It was agreed to substitute “transition” for “interim” and provide bulleted points instead of narrative form. It was agreed that Yvonne would make the editorial changes and send to the council this afternoon for final approval.
- The need to identify sample syllabi and assessments was again discussed. GE Council members will make suggestions as soon as possible.
- Discussion of Exchange Courses was on the agenda, but due to time constraints did not take place. It will top the agenda at the November 20 meeting and members were asked to study this issue and come prepared to make recommendations. Yvonne reported that Dean DeMoss is preparing a bulleted list of issues in his college and Dean Gunn is working on a list of issues for her college.
- The meeting adjourned at 9 a.m. Next meeting on Friday, November 20, in AY 31.

Follow-up Action: The Transitional Course Proposal document (below) was edited and approved via email responses on November 16.

Morehead State University
General Education Program
Distribution Requirements
Transitional Course Proposals
Instructions and forms for Submission

Effective Date: November 16, 2009

The General Education Council solicits proposals based on courses currently offered in the Area Studies component. Approved courses will count for both “old” and “new” General Education for *one year only – 2010/2011 academic year.*

Need:

- Core courses for the new General Education will begin in the Fall 2010 for incoming students.
- The second phase of General Education reform, the implementation of Humanities, Social and Behavioral Sciences, and Natural Sciences courses (18 hours, called Distribution Requirements) as well as the revised capstones, will begin in the Fall of 2011.*
- Students attending MSU in 2010/2011 who complete or have already completed the Core will need to have courses available that “count” for new requirements.
- The General Education Council will consider proposals for “Transitional” courses to be offered **ONLY** in the 2010/2011 academic year. These courses will satisfy General Education requirements for students already in the pipeline **AND** for entering 2010 students.
- These are not **NEW** courses, and they are being identified for the transition year only. Since the courses have already been approved, the only requirement for the transition is design of assessment measures.
- One consideration in proposing these courses is the SACS principle (2.7.3.) specifying that General Education programs ensure “breadth of knowledge” and “do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.)

*Appendix 1 provides a chart showing the Distribution Requirements and SLOs they must address.

Transitional Course Proposals must contain the following:

I. COURSE INFORMATION

- A. Current course prefix, number, title, credit hours, and semester(s) offered.
- B. New General Education Group for which it will count.

Example: A. SOC101. General Sociology. (3-0-3); I. The nature and dynamics of human society. Basic concepts include: culture, groups, personality, social institutions, social processes, and major social forces. This course satisfies the area studies- social and behavioral sciences for general education.

Proposed for SBS 1

II. Complete the appropriate Student Learning Objectives Assessment form for HUM 1or 2; NSC 1or 2; SBS 1or 2

III. Attach a sample syllabus (see attached MSU syllabus checklist)

Instructions for Submitting a proposal

- All Course proposals will be formatted in Microsoft Word and submitted via email attachment to genedproposal@moreheadstate.edu.
- The completed course proposal will be reviewed for comment and approved for staffing by the appropriate department chair/associate dean and then by the appropriate dean. Completed comment forms will be emailed to genedproposal@moreheadstate.edu with copies to the originator.
- Incomplete or incorrectly formatted proposals will be returned to the originator.
- Any changes to the proposal required by the General Education Council must be made by the originator of the document and resubmitted for further review and/or acceptance.

Guidelines for Submitting a proposal

- This proposal provides courses for the 2010/2011 academic year only.
- **COURSE LEVEL ASSESSMENT:** The goal of General Education Program assessment is to demonstrate that the program is meeting its goals and to determine whether all courses in the program are contributing to student growth and development. Course Level Assessment creates measurable outcomes and establishes the process by which all sections of the course will use common, course embedded assessments to evaluate student performance and course effectiveness. These assessments must also apply to online, regional campus, ITV, or other DL delivery; planned assessments must be applied each semester the course is offered in every section of the course; these assessments will be used for improvement in student learning. They also provide the opportunity for trial of assessment methods that may be new or different than those previously employed. Use the appropriate form to describe the assessments to be used in all sections of the course.

- **VARIATION IN SECTIONS:** Variations in instruction, and in course syllabi, in courses approved for the transition are allowed, as long as the approved course design is met, and all instructors list on the syllabus and use the assessments specified in the course proposal. It is not necessary to list all assessments in the course proposal– only those agreed upon as common assessments to be used in all sections.
- **Submission Dates for transitional courses:**
 - ***December 2009:*** Departments/schools/colleges develop and submit proposals
 - ***January 13, 2010:*** proposals must have satisfactorily moved through necessary department/school, chair/associate dean, and dean review for comment and staffing approval and arrive at the General Education Council for review. Completed proposals with comments should be sent to genedproposal@moreheadstate.edu .
 - ***January 27:*** Council will have reviewed all proposals, approved those that require no changes, and returned any that require additional information
 - ***February 3, 2010:*** Last day to resubmit returned course proposals to the Council
 - ***February 10, 2010:*** General Education Council Approval of resubmitted proposals (these deadlines take into account course build in Datatel)

Comment Form for University General Education Program Transitional Distribution Requirement Proposals

Select appropriate course designation :

___ HUM 1

___ HUM 2

___ NSC 1

___ NSC 2

___ SB 1

___ SB 2

Course Title : _____

Originating Department/School

College

Submission Date: _____

Individual Providing this Review for Comments and approval for staffing (Please Select one):

Department Chair or Associate Dean

College Dean

Brief comments about the proposal:

Print Name

Signature

Date

Email completed comment forms to genedproposal@moreheadstate.edu with copies to the originator.

MSU Syllabus Checklist

1 <input type="checkbox"/>	Heading to reflect “Morehead State University” as well as college, school and/or department.
2 <input type="checkbox"/>	Course title and course number
3 <input type="checkbox"/>	Academic term with date
4 <input type="checkbox"/>	Instructor’s name
5 <input type="checkbox"/>	Office location
6 <input type="checkbox"/>	Office phone number and office hours schedule
7 <input type="checkbox"/>	Email address and URL for personal web site, if applicable
8 <input type="checkbox"/>	Course Description (from the graduate or undergraduate catalog)
9 <input type="checkbox"/>	Intended student learning outcomes related to program objectives as specified in the graduate and undergraduate catalog
10 <input type="checkbox"/>	Methods by which the achievement of each student learning outcome listed on the syllabus-will be measured
11 <input type="checkbox"/>	Course calendar – week by week <u>or</u> day by day highlighting specific content, assignments and/or exams
12 <input type="checkbox"/>	Grading description and distribution (please be very specific)
13 <input type="checkbox"/>	Course attendance policy (please be very specific)
14 <input type="checkbox"/>	Emergency procedures policy (see example below)
15 <input type="checkbox"/>	Academic honesty policy (see example below)
16 <input type="checkbox"/>	Policy for accommodating students with disabilities (see example below)
17 <input type="checkbox"/>	Syllabus available in electronic (preferably on Blackboard) and paper format

Campus Safety Statement: Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response protocols at www.moreheadstate.edu/emergency.

Academic honesty: Cheating, fabrication, plagiarism or helping others to commit these acts will not be tolerated. Academic dishonesty will result in severe disciplinary action including, but not limited to, failure of the student assessment item or course, and/or dismissal from MSU. If you are not sure what constitutes academic dishonesty, read *The Eagle: Student Handbook* or ask your instructor. The policy is located at <http://www.morehead-st.edu/units/studentlife/handbook/academicdishonesty.html>. For example: Copying information from the Internet is plagiarism if appropriate credit is not given.

Policy for Accommodating Students with Disabilities: Professional staff from MSU Academic Services Center (ASC) coordinates efforts to address accessibility needs and class accommodations with instructors of students who have learning or physical disabilities. Faculty will cooperate with the ASC staff to accommodate the needs of students taking departmental courses.

Appendix 1

Area	Group	Courses Required from Group	SLOs Addressed and Assessed in course
Humanities	HUM 1	1 course	1b and/or 1c; 4b; 6a; 6b
	HUM 2	1 course	1b and/or 1c; 4b
Natural Sciences	NSC 1 (Life Sciences)	1 course	1b and/or 1c; 1d; 2b; 4d; 5a; 5b; 5c
	NSC 2 (Physical Sciences)	1 course	1b and/or 1c; 1d; 2b; 5a; 5b; 5c
Social and Behavioral Sciences	SBS 1	1 course	1b and/or 1c; 1d; 2c; 4a
	SBS 2	1 course	1b and/or 1c; 1d; 2c; 4c and/or 4d