

**General Education Council Meeting Minutes**  
**August 27, 2012**  
**031 Allie Young – 2:00 p.m.**

**In Attendance:** Dora Ahmadi, Kelly Collinsworth, Cyndi Gibbs, Wilson Gonzalez-Espada, David Gregory, Timothy Hare, Beverly McCormick, Gary Mesa-Gaido, Kerry Murphy, Emma Perkins, Roslyn Perry, Clarenda Phillips, Ann Rathbun, Paula Serra, Wesley White, Carol Wymer.

**Guest:** Sharri Jones (Recorder)

The meeting was called to order by Clarenda Phillips at 2:02 p.m.

Dora Ahmadi made a motion to approve minutes from May 4, 2012. The motion was seconded by Timothy Hare. There were no amendments required. The vote to approve the May 4, 2012 minutes was unanimous.

**Reports:**

First Year Seminar – Timothy Hare:

- Current enrollment: 1,566 students in 58 sections with 48 faculty teaching.
- There are no exclusively online sections – but there are two hybrid sections.
- Kevin Koett and Lora Pace will be the first speakers for the test of the new system.
- The General Education web site should have all the First Year Seminar materials posted.
- There has currently been \$19,762 awarded through the professional development account.
- Although the theme will remain the same, a new book must be selected for next year's FYS.
- New FYS course proposals may be submitted at any time for consideration.

◇ Ann Rathbun questioned whether a decision had been made on the incentive level for someone who drops out of teaching FYS and then and comes back. The Committee will make a determination on what action will be taken.

Registrar's Office – Roslyn Perry

Would it be possible to streamline the front page of the General Education Course Proposal Form using the Type 1 as a template? This would give some consistency on how the form is filled out and provide pertinent information that is not currently being submitted.

Kerry Murphy will work on a draft and bring it to the group for review.

Assessment: Paula Serra

- The SACS Monitoring Report is complete. The appendix from the Monitoring Report will be on the General Education web site. The Committee will also be given WEAVE access to review those documents.
- There were seven (out of 22) general education student learner outcomes that did not meet the 70% achievement mark.

- Paula has started a list of items for the Council to address, some of which are major items. The list will include such things as
  - Early College courses – year long versus 16 weeks; faculty no longer teaching, and students still being listed in the course;
  - First Year Seminar incentive – guidelines for awarding to include timely submission of data.
  - Data submission – one area had 100% of sections reported. Paula will bring the data submission report to the next meeting for review and discussion.
- Exchange course measures should be approved by the Gen Ed Council.
  - Discussion ensued indicating that there was inconsistency with the understanding of how the exchange worked. Some believed it to be for a specific course, while others thought it was for a particular distribution category (e.g., NSC1)
  - Moving forward, clarification is needed before accepting additional Exchange courses.

**Action Items:**

- The May 4, 2012 meeting minutes referred to implementation of a policy for using one measure (assessment tool) per SLO. Since all distribution courses have two assessment tools, the form allows one assessment tool for each course to be identified – and that is the tool which needs to be used. Paula Serra sent out email with a sample process.

It is important that the measure that gets approved is the one which is actually used. The measure that is chosen becomes the permanent measure.

- ◇ Kelly Collinsworth questioned whether the assessment measure could ever be changed.

Paula Serra indicated that there is not currently a process in place for changing the measure. That is something the Gen Ed Council should consider.

- ◇ Ann Rathbun questioned who should make the decision about which tool to use for the Early College courses. The Committee felt that the Early College instructors should simply be given the appropriate tool needed to assess those courses.

- ◇ Ann Rathbun requested that the date for submission also be put on the form. Paula Serra agreed to add that information.

The vote was unanimous to approve the SLO Process and SLO Form.

- Clarenda Phillips: Where is the course proposal GEO 245, Natural Landscapes of Appalachia at in the approval process? It was submitted last spring.

It is on Blackboard. Members should review and discuss next meeting.

**Discussion:**

- Clarenda Phillips questioned when new course proposals are reviewed. NSC1 and NSC2 can be submitted anytime – need a process for the remaining areas.

Originally, the GEC indicated courses would be approved for a three-year period. Clarenda will see if she can find something. If there is not a policy in place for how to add new courses to the currently full Distribution Areas, one will need to be developed and put in place.

- ◇ Emma Perkins: Perhaps non-compliance with the submission of assessment data requirement should be considered for the dropping of current courses or faculty members who teach those courses.

Ann Rathbun – Those who are not compliant need a heads up first before action is taken. We need a process for that.

Cyndi Gibbs – Paula sends out an email about reporting requirements and delinquencies.

Clarenda and Paula will work on encouraging language for an email to those individuals who are noncompliant.

Kelly Collinsworth – it is nice to know our reporting is used for something.

Emma Perkins - Paula Serra can send the updated data submission report to the Deans, Department Chairs, General Education Committee, and the Instructors who are currently teaching general education courses.

- Assessing all SLO's in each course every semester.

Each SLO should be assessed every semester in every course – not just those that are required for reporting.

- ◇ Kelly Collinsworth questioned whether it would be better to collect everything each semester.

Paula Serra indicated that she could not support this until the SLO's were equalized across categories. Some categories were using 8, while one had only 2.

- Other:

- ◇ Ann Rathbun asked where we are with computer competency. It has not been addressed yet, and will be on the next agenda for discussion.

**Next Meeting:** September 7, 2012 at 2:00 p.m. The Council will begin the semester with meeting every other Friday (Friday 1's).

**Meeting adjourned:** 3:25 p.m.