

# GENERAL EDUCATION COUNCIL

## SEPTEMBER 13, 2013 MINUTES

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**In Attendance:** Dora Ahmadi, Kelly Collinsworth, Noel Earl, Cyndi Gibbs, Wilson Gonzalez-Espada, Mark Graves, David Gregory, Timothy Hare, Sara Lindsey, Bev McCormick, Kerry Murphy, Clarenda Phillips, Robert Royar, Paula Serra, Tom Williams, Carol Wymer.

**Guests:** Sharri Jones (recorder)

Meeting called to order at: 1:05 p.m.

### **I. MAY 3, 2013 MINUTES**

*- APPROVED WITH REVISIONS ONLINE VOTING (ROBERT ROYAR MOTION)*

### **II. INTRODUCTION OF MEMBERS**

**PROCESS –**

ONLINE VOTING:

- *THE FIRST PERSON RESPONDING IS THE MOTION MAKER; THE SECOND RESPONDER THE SECOND*
- *INDIVIDUALS NOT VOTING WILL BE CONSIDERED “ABSENT”*
- *MAJORITY RULES*
- *ONLINE VOTING SHOULD BE SUBMITTED VIA BLACKBOARD*
- *A QUORUM MUST SUBMIT ONLINE VOTING SHEETS IN ORDER FOR THE VOTES TO BE TALLIED.*
- *REQUESTS CAN BE MADE TO PULL A PROPOSAL FROM ONLINE VOTING FOR DISCUSSION AT GEC MEETING. MAKE A NOTE IN THE COMMENTS SECTION OF THE VOTING FORM.*

FUTURE PROPOSALS:

- *FUTURE PROPOSALS WILL RECEIVE AN INITIAL REVIEW BY A FOUR PERSON COMMITTEE.*
  - *THE TEAM WILL CONSIST OF SHARRI JONES (PROCESS), KERRY MURPHY (REGISTRAR’S OFFICE), PAULA SERRA (ASSESSMENT), AND CLARENDA PHILLIPS (OVERALL REVIEW).*
  - *THE PROPOSAL WILL NOT BE POSTED ON BLACKBOARD UNTIL IT IS READY FOR ONLINE VOTING.*

### **III. REVIEW OF BLACKBOARD SITE - COMPLETE**

### **IV. REPORTS**

a. FYS (TIMOTHY HARE)

- *A REQUEST TO TEACH SPRING SECTIONS HAS GONE OUT TO CURRENT FYS FACULTY TO TRY TO GET SECTIONS FOR SPRING.*

COMMENTS:

- *IT WAS SUGGESTED THAT REQUESTS TO TEACH COURSES GO DIRECTLY TO DEPARTMENT CHAIRS, AS THEY ARE THE INDIVIDUALS WHO DETERMINE FACULTY LOAD AND THEIR OFFICES BUILD COURSES.*
- *ANOTHER SUGGESTION WAS THAT SINCE SCHEDULE BUILD IS THE SAME TIME EACH SEMESTER THE REQUEST TO DEPARTMENT CHAIRS SHOULD BE MADE EARLIER SO THEY WILL HAVE TIME TO PLAN.*

- *A SUGGESTION WAS MADE FOR THE FYS SUBCOMMITTEE TO ALSO WORK WITH INSTITUTIONAL RESEARCH AND ANALYSIS. A LIST OF STUDENTS WITH FEWER THAN 24 CREDIT HOURS WHO WOULD STILL NEED FYS CLASSES WOULD HELP IDENTIFY THE NUMBER OF SECTIONS NEEDED IN THE SPRING.*
- *DUE TO AN ATTEMPT TO REDUCE THE NUMBER OF DEVELOPMENTAL CLASSES, DEANNA MASCLE HAS CONTACTED THE FYS SUBCOMMITTEE ABOUT THE POSSIBILITY OF ADDING FYS SECTIONS WHERE INSTRUCTORS WOULD DO EXTRA WORK TO SUPPORT WRITING AND READING INSTRUCTION. WE ARE EXPLORING THOSE POSSIBILITIES. THIS WILL LIKELY COME BEFORE GEC.*

COMMENTS:

- *PROVISIONAL STUDENTS ARE BEING TOLD THAT THEY CANNOT HAVE FYS SECTIONS ADDED TO THEIR SCHEDULE WHEN THEY COME TO SOAR. IT SHOULD BE ON A FIRST COME FIRST SERVE BASIS AND FYS SHOULD NOT BE TREATED DIFFERENTLY THAN OTHER COLLEGE-LEVEL COURSES.*
- *GEC NEEDS A SYSTEM OF EVALUATING FYS INSTRUCTORS. THE FYS SUBCOMMITTEE IS PREPARING A POLICY STATEMENT THAT WOULD ALLOW INSTRUCTOR EVALUATION AND PROVIDE THE ABILITY TO WORK WITH THOSE INDIVIDUALS WHO ARE NOT EFFECTIVELY PERFORMING. THE POLICY STATEMENT WILL COME TO GEC SOON. THE POLICY STATEMENT AND THE SURVEY WILL BE POSTED ON BLACKBOARD WHEN IT IS READY FOR REVIEW.*
- *THERE WAS A REQUEST FROM TIMOTHY HARE FOR A VOTE OF CONFIDENCE FROM GEC TO RECOGNIZE THAT THE FYS SUBCOMMITTEE REGULATES WHAT IS GOING TO TAKE UP THE INSTRUCTORS TIME, NO MATTER WHERE THE REQUEST IS GENERATED. IN THE PAST, REQUESTS TO GENERATE SURVEYS, SPEAK TO CLASSES, ETC. HAVE BEEN DECLINED.*

COMMENTS:

- *IT WAS SUGGESTED THAT THE FIRST YEAR SUBCOMMITTEE DEVELOP A WRITTEN PROPOSAL TO THE GEC FOR CONSIDERATION.*
- b. REGISTRAR (KERRY MURPHY/ROSLYN PERRY) –
- *NO REPORT.*
- c. ASSESSMENT (PAULA SERRA) –
- *CHARTS FOR 2013 SPRING, AND FOR 2012-2013 YEAR-LONG DATA SUBMISSION WERE DISTRIBUTED. THERE ARE 5 SLO'S THAT DID NOT HAVE AT LEAST 500 STUDENTS ASSESSED; AND 5 SLO'S WITH LESS THAN 70% ATTAINMENT.*

COMMENTS:

- *REDUCING THE NUMBER OF SLO'S SHOULD INCREASE THE DATA SUBMISSION PERCENTAGES.*
- *THERE WILL ALSO BE LESS CONFUSION ABOUT WHICH SLO'S TO ASSESS – ALL THREE MUST BE ASSESSED AND REPORTED EVERY SEMESTER.*
- *THERE WAS ALSO A PROBLEM WITH PEOPLE SUBMITTING DATA FOR UNAPPROVED MEASURES.*
  - *PAULA WILL PROVIDE A LIST OF APPROVED MEASURES FOR POSTING TO THE PORTAL.*
- *DORA AHMADI AND TOM WILLIAMS WILL ASK THE DEPARTMENT CHAIR'S TO WORK WITH GEC ON GETTING DATA SUBMITTED.*
- *A QUESTION WAS ASKED WHETHER GEC HAD ANYTHING TO DO WITH EARLY COLLEGE COURSES.*

- *THE GEC WOULD ONLY DEAL WITH GENERAL EDUCATION CONCERNS. THE REQUIREMENT TO REPORT ASSESSMENT DATA IS IN THE MOA. THE COLLEGE DEANS HAVE MADE EARLY COLLEGE A PRIORITY FOR THE YEAR. IF THERE ARE PARTICULAR GENERAL EDUCATION RELATED QUESTIONS, EMAIL CLARENDA AND SHE WILL MAKE SURE THEY GET RELAYED.*

#### V. ELECTION OF VICE-CHAIR

- *DORA AHMADI NOMINATED CAROL WYMER; CAROL ACCEPTED THE NOMINATION.*
- *MOTION TO CLOSE NOMINATIONS WAS MADE BY BEV MCCORMICK.*
- **GEC VOTED AND THE MOTION CARRIED. CAROL WYMER IS VICE-CHAIR FOR THIS ACADEMIC YEAR.**

#### VI. UNFINISHED BUSINESS

- a. *EXCHANGE COURSE ASSESSMENT DATA SUBMISSION DEADLINE*
  - *EXCHANGE COURSE DATA IS DUE AT THE SAME TIME AS THE OTHER DATA – JANUARY 20 AND JUNE 10.*
- b. *30% RULE VOTE/CLARIFICATION*
  - *THIS INFORMATION WAS FOUND ON THE ORIGINAL COURSE PROPOSAL FORM. ORIGINAL PROPOSALS FOR A GEN ED COURSE STIPULATED THAT 30% OF THE COURSE GRADE WOULD COME FROM THE ASSESSMENT OF THE SLO'S. IF AT SOME FUTURE POINT, THERE IS A DESIRE FOR GEC TO REVISIT THIS, LET SHARRI KNOW AND IT WILL BE PLACED ON THE AGENDA.*

#### VII. COURSE PROPOSALS – ON LINE VOTING

**ROBERT ROYAR MADE THE MOTION (FIRST PERSON RESPONDING) FOR APPROVING/NOT APPROVING ALL ONLINE VOTING**

- a. FYS SECTIONS:
  - i. LEADING AND FOLLOWING: DANCING THROUGH LIFE (BROSKEY) - **APPROVED**
  - ii. THE REALITY OF *PERSONAL* MONEY MANAGEMENT (MEADOWS) - **APPROVED**
  - iii. FROM *THE WALKING DEAD* TO SUPERHEROES: EXPLORING HUMAN CHALLENGES THROUGH COMICS (MASCLE) – **APPROVED**

COMMENTS:

- THE PROPOSALS WERE NOT POSTED UNTIL MID-AUGUST – THE NEW PROPOSAL FORM WITH THE NEW SLO'S WAS NOT AVAILABLE AT THE TIME THE PROPOSALS WERE SUBMITTED.

- b. ENG 211 – NEW GENERAL EDUCATION COURSE- **APPROVED PENDING REVISIONS**

COMMENTS:

- *NO SYLLABUS WAS PROVIDED.*
- *THE PROPOSAL INDICATED THAT LESS THAN 70% ASSESSMENT WILL BE CONSIDERED "ATTAINED".*

- c. EXCHANGE COURSES:

NOTE: THESE EXCHANGE PROPOSALS ARE HELD OVER FROM LAST YEAR. THE COURSES (EXCEPT BIO 234) HAVE PREVIOUSLY BEEN APPROVED AND BUILT AS EXCHANGE COURSES. ASSESSMENTS WERE NOT REVIEWED BY GEC. VOTE IS ON ASSESSMENT INFORMATION.

- i. EDF 211 – EXCHANGE- **APPROVED PENDING ASSESSMENT REVISIONS**
- ii. HLTH 230 – EXCHANGE- **APPROVED PENDING ASSESSMENT REVISIONS**
- iii. BIOL 110 – EXCHANGE- **APPROVED**
- iv. CHEM 101 – EXCHANGE- **APPROVED**

- v. EDF 207 – EXCHANGE- **NOT APPROVED – WORK WITH PAULA SERRA ON ASSESSMENTS**
- vi. CHEM 111 – EXCHANGE- **APPROVED**
- vii. ASTR 125 – EXCHANGE- **APPROVED PENDING ASSESSMENT REVISIONS**

BIOL 234 HAD BEEN IDENTIFIED PREVIOUSLY AS AN APPROPRIATE EXCHANGE COURSE BUT HAD NOT GONE THROUGH THE GEC.

- iv. BIO 234 –EXCHANGE FOR NURSING PRE LICENSURE AREA BACHELOR OF SCIENCE- **APPROVED**
- v. BIO 234 –EXCHANGE FOR NURSING POST LICENSURE AREA BACHELOR OF SCIENCE- **APPROVED**
- vi. BIO 234 –EXCHANGE FOR NURSING COMPUTED TOMOGRAPHY/MAGNETIC RESONANCE- **APPROVED – WILL NEED TYPE I PROGRAM CHANGE THROUGH UNDERGRADUATE CURRICULUM COMMITTEE**
- vii. BIO 234 -EXCHANGE FOR NURSING DIAGNOSTIC MEDICAL SONOGRAPHY- **APPROVED – WILL NEED TYPE I PROGRAM CHANGE THROUGH UNDERGRADUATE CURRICULUM COMMITTEE**

**VIII. COURSE PROPOSALS – FOLLOW UP**

- a. MATH 125 (CORRECTION OF ASSESSMENT INFORMATION)
  - *ASSESSMENT DATA SUBMITTED.*
- b. CHEM 104 (PROPOSAL BEING REVISED BY INSTRUCTOR)
  - *WE WILL CHECK WITH THE PROPOSALS ON THE STATUS.*
- c. IET 102 PROPOSAL (SENT BACK TO INITIATOR FOR REVISION)
  - *WE WILL CHECK WITH THE PROPOSALS ON THE STATUS.*

**IX. COMMON MEASURES**

- *HANDOUTS FOR FYS COMMON MEASURES AND PAULA SERRA’S ADVANTAGES FOR COMMON MEASURES WERE DISTRIBUTED FOR GEC MEMBER REVIEW PRIOR TO THE NEXT MEETING.*

**X. NEXT MEETING: SEPTEMBER 27, 2013, 1:00 P.M. AY 031**