

# MINUTES

## General Education Council

January 24, 2014

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In Attendance: Dora Ahmadi, Christina Conroy, Mark Graves, Timothy Hare, Sara Lindsey, Bev McCormick, Kerry Murphy, Clarenda Phillips, Robert Royar, Tom Williams, Carol Wymer.

Guests: Sharri Jones (recorder)

Meeting called to order at: 1:02 p.m.

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I. NOVEMBER 22, 2013 MINUTES FOR VOTE

MARK GRAVES MADE THE **MOTION** TO APPROVE. **MOTION CARRIED** – MINUTES APPROVED AS WRITTEN.

II. PURPOSE AND PROCESS DOCUMENT FOR VOTE

THERE WAS CLARIFICATION OF THE CORRECT VERSION OF THE DOCUMENT. IT WAS INDICATED THAT THE TIMELINE MUST BE AMENDED. DORA AHMADI MADE A **MOTION** TO APPROVE THE DOCUMENT WITH THE TIMELINE BEING ADJUSTED. THE **MOTION CARRIED** – AND THE DOCUMENT WAS APPROVED.

III. DECEMBER 06, 2013 MINUTES FOR VOTE

NOT VOTED ON DURING 1/24/14 SESSION.

IV. COMMON MEASURES

a. FACULTY WORK GROUP FACILITATOR ASSIGNMENT

- i. THE LIST OF GENERAL EDUCATION FACULTY WAS GENERATED FROM THOSE INSTRUCTORS TEACHING GENERAL EDUCATION AND GENERAL EDUCATION EXCHANGE COURSES IN FALL 2013. THE LISTS WERE DISTRIBUTED, AND AN ELECTRONIC FILE WILL BE SENT TO ALL FACILITATORS.

b. TIMELINE FOR COMMON MEASURES DEVELOPMENT

- i. THE TIMELINE IS LISTED IN THE PURPOSE AND PROCESS DOCUMENT. IT WILL BE UPDATED, SENT TO GEC MEMBERS AND POSTED ON BLACKBOARD.

c. DISTRIBUTION OF INSTRUCTOR LISTS

- i. THE FACILITATOR LIST FOR SLO COMMON MEASURES GROUPS WAS REVIEWED. ALL PRESENT AGREED WITH THE DISTRIBUTION. THE MEETINGS ARE OPEN TO ANYONE, SO THE FACILITATORS CAN ADD INDIVIDUALS AS THEY SEE FIT. WE DO STILL HAVE TO GET REPRESENTATIVES FROM THE DEPARTMENTS AND COLLEGES, AND THOSE NAMES WILL BE SHARED ONCE THEY ARE RECEIVED.

SARA LINDSEY REQUESTED ASSISTANCE WITH HER GROUP. BEV MCCORMICK WILL BE WORKING WITH HER.

TOM WILLIAMS REQUESTED ADDITIONAL ASSESSMENT RELATED MATERIAL TO BE INCLUDED WITH THE INFORMATION ON COMMON MEASURES SO THAT COMMON PRACTICES ACROSS OTHER INSTITUTIONS COULD BE REVIEWED. CLARENDA STATED THAT GEC MEMBERS WOULD BE PROVIDED WITH A WEBSITE WITH THIS INFORMATION.

IT WAS REQUESTED THAT FACILITATORS SHARE QUESTIONS RAISED AT THE MEETINGS SO THAT WE COULD DEVELOP COMMON ANSWERS. A BLACKBOARD DISCUSSION BOARD WILL BE DEVELOPED.

V. REPORTS

a. FYS (TIMOTHY HARE)

- i. THERE WERE FEWER THAN EXPECTED STUDENTS WHO NEED FYS THIS SEMESTER, SO SOME SECTIONS ARE TOO BIG WHILE OTHERS ARE AROUND 15 STUDENTS.
  - ii. TIMOTHY HAS SENT A REQUEST TO ALL FACULTY WHO HAVE TAUGHT FYS TO PLEASE CONSIDER TEACHING A SECTION IN FALL 2014. HE HAS ALSO SENT A REQUEST TO THE COORDINATORS OF THE DEANS AND CHAIRS COUNCILS ASKING THEM TO ALLOW HIM TO PRESENT ON FYS.
  - iii. TIMOTHY HAS NOT SENT A REQUEST TO THE DEANS AND DEPARTMENT CHAIRS. CLARENDA WILL SEND TIMOTHY A LIST OF DEANS AND DEPARTMENT CHAIRS SO THAT HE CAN CONTACT THEM DIRECTLY.
  - iv. TIMOTHY REPORTED THAT ALTHOUGH PAULA RETIRED BEFORE ASSESSMENT DATA WAS DUE, SHE COMPLETED THE FYS REPORT. TIMOTHY WILL SEND THAT FOR POSTING TO BLACKBOARD.
  - v. TIMOTHY DISCUSSED THE FYS COURSE EVALUATIONS WITH THE GROUP. THE WORST PART OF THE EVALUATION WAS THE TEXTBOOK.
- b. REGISTRAR (KERRY MURPHY/ROS PERRY)
- i. KERRY ANNOUNCED THAT SCHEDULE BUILD OPENS NEXT WEDNESDAY, AND GOES THROUGH THE END OF FEBRUARY.

#### VI. OTHER BUSINESS

- a. DORA AHMADI POSED THE QUESTION AS TO WHETHER WE HAD AN ASSESSMENT COORDINATOR. CLARENDA COMMUNICATED THAT THE POSITION ANNOUNCEMENT WAS IN THE PROCESS OF BEING POSTED. IN THE INTERIM, LISA SHEMWELL WILL BE COLLECTING THE REPORTS AND PUTTING THE INFORMATION INTO THE SYSTEM.
- b. IT WAS DISCUSSED THAT SHOULD GEC HAVE QUESTIONS REGARDING ASSESSMENT, IT MAY BE POSSIBLE TO REQUEST ASSISTANCE FROM BEVERLY KLECKER WHO IS CURRENTLY DOING THAT FOR QEP. IF SHE IS NOT AVAILABLE IT MAY BE POSSIBLE TO HIRE SOMEONE ON A CONTRACTUAL BASIS.
- c. AN UPDATE TO THE FIRST YEAR EXPERIENCE SURVEY ADMINISTERED IN FYS SECTIONS. THE FIRST ADMINISTRATION HAD ROUGHLY 1200 STUDENTS RESPONDING. IN THE SECOND ADMINISTRATION THERE WERE FEWER THAN 300 RESPONSES. INSTITUTIONAL RESEARCH IS DOING THE ANALYSIS, BUT THERE IS VERY LITTLE THEY CAN DO WITH THE DATA BASED UPON THE SMALL NUMBER OF RESPONSES. CLARENDA WILL SHARE THE RESULTS AS SOON AS THEY ARE AVAILABLE.
- d. THERE WAS A REQUEST THAT IF THE SURVEY WAS GOING TO BE REPEATED IN THE FALL, IT WOULD BE GOOD TO START THE PLANNING AS SOON AS POSSIBLE.

#### VII. COURSE PROPOSAL - PENDING

- a. BIOL 234 – EXCHANGE APPROVED 9/13/13 FOR NURSING PRE LICENSURE – PENDING PROGRAM SUBMITTING TO UNDERGRADUATE CURRICULUM COMMITTEE
- b. BIOL 234 – EXCHANGE APPROVED 9/13/13 FOR NURSING POST LICENSURE – PENDING PROGRAM SUBMITTING TO UNDERGRADUATE CURRICULUM COMMITTEE
- c. SCI III – EXCHANGE COURSE APPROVAL FORM RECEIVED; PENDING ASSESSMENT REVIEW
- d. CHEM 104 APPROVED PENDING CAROL WYMER NOTICE OF REVISIONS COMPLETED. CAROL WYMER COMMUNICATED THAT THIS WOULD BE ADDRESSED WITH THE DEVELOPMENT OF COMMON MEASURES.
- e. SCI 103 – STILL IN DEPARTMENT FOR APPROVAL

#### VIII. CLOSING THE LOOP - THE COMMON MEASURES IS PART OF CLOSING THE LOOP.

#### IX. NEXT MEETING

FRIDAY, FEBRUARY 7, 2014  
1:00 – 2:30 P.M.

AY 31

X. REPORTS

XI. NEXT MEETING

FEBRUARY 21, 2014, 1:00 P.M.