**Gen Ed Committee Meeting**

**April 17, 2012**

**3:00 p.m.**

**Graduate School Conference Room**

Present: Sue McLarry (NHP); Lynita Cooksey (AAR) (proxy for UC as well); Josie Welsh (Assessment); Dan Marburger (BUS); Myleea Hill (COM); Temma Balducci (FA); Rebecca Oliver (Honors); Jerry Ball (HSS); David Levenbach (HSS) (proxy for Phyllis Pobst as well); Jeff Jenness (SCOM)

Absent: Lance Bryant (ED); Rick Clifft (Engineering); Phyllis Pobst (HSS); Cecil Clark (Military Science); Timothy Norman (Military Science); Tanja McKay (SCOM); Jill Simons (UC); Chris Collins (Secretary AAR)

Meeting was called to order at 3:10 p.m. by Sue McLarry, Chair of Gen Ed Committee.

The committee discussed the definition of Signature Assignments handed out by Josie Welsh.

Discussion of the “General Education Course Review – Submission Form

Sue McLarry asked the committee what they wanted to do:

1. Stipulate a signature assignment
2. explain how your department proposes to undertake this;
3. Use one outcome per course for each goal?

Explain how your department proposes to undertake the specific SLO across sections of this course. (This is statement above the last box on page one of the GE Course Review – Submission Form)

David Levenbach made a motion that departments identify which outcome they will assess in this quadrennial review and how they propose to undertake this assessment.

Myleea Hill seconded, all approved.

List the outcome, assessment tool(s) and procedure

Under “Please attach the following documents to this form:”

Current representative syllabi, across all sections of the course or all syllabi for the course

Core objectives for course

Departmental requirements for person qualified to teach in these courses

How is resulting data being used to improve student learning outcomes

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General Education Course Review – Submission Form – Sue McLarry will send out an update of this form. David Levenbach to assist

Discussion of wording for Communication Goals was presented:

“Construct and deliver a well-organized, logical, and informative oral or written presentation, accurately documented, that demonstrates proficiency in standard American English.”

David Levenbach suggested that we defer this discussion until the committee receives a draft in writing.

Comp I, Comp II and Oral Communication will be reviewed in the first round.

We will meet next week (4/24) to finalize form and on 5/1/12 if need be. No meeting on 5/8/12 due to Dr. Jones’ Farewell Reception.

Sue McLarry asked that Dr. Cooksey update the review schedule.

Meeting adjourned at 4:20 p.m.

Submitted by

Chris Collins

Assistant to AVC for Academic Services