**Gen Ed Committee Meeting**

**January 24, 2013**

**3:00 pm**

**DCED - Kathy Brittain White Conference Room**

Present: Sue McLarry, Gina Hogue, Bill Humphrey, Josie Welsh, Dan Marburger, Matt Thatcher (proxy for Linda Clark), Karen Yanowitz, Rick Clifft, Temma Balducci, Rebecca Oliver, Jerry Ball, David Levenbach, Gary Edwards, Jeff Jenness, Jill Simons

Absent: Cecil Clark, Tanja McKay

Sue McLarry called the meeting to order at 3:00 p.m.

The charge to the committee was to review the Oral Communications syllabi and assessment report.

The Evaluation & Feedback Form for Oral Communication was sent to the committee to review the syllabi.

Dr. McLarry indicated that there are no pre-requisites required for Oral Communication.

Copies of the Syllabi for fall 2012 were distributed to the committee to review.

Chris created a form for Dr. McLarry to rate the syllabi and Chris numbered the syllabi and they were rated numerically.

The committee reviewed the fall 2012 syllabi:

1. Course description as in *Bulletin*, no Gen Ed goal & SLOs, not changed from critical thinking

2. Course description close but not exact, Gen Ed goal is there but SLOs are missing, hodge lodge

3. No course description, Gen Ed goal and SLOs not correct

4. No course description, has Gen Ed goal and no SLOs

5. No course description, Gen Ed goal is there, no SLOs

6. No course description, Gen Ed goal is there, no SLOs

7. Course description very close but not exact, no Gen Ed goal or SLOs (is in critical thinking)

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8. Course description close, no Gen Ed goal and SLOs

9. No course description, Gen Ed goal or SLOs

10. Course description ok except by 3 words, has Gen Ed goal but no SLOs

11. No course description as in *Bulletin*, no Gen Ed goal or SLOs

Next the copies of the spring 2013 syllabi were distributed to the committee to review. Some of the syllabi were duplicates so there will be some numbers missing.

1. Course description not word for word but embodies it. Gen Ed Goal and SLOs

4. Looks fine

5. No course description, Gen Ed goal and SLO under Course Description heading, critical thinking goal

8. Description is close, Gen Ed goal close, SLOs ok

9. Course description close, Gen Ed goal and SLOs are there

10. No course description, Gen Ed goal and SLOs are there

11. No course description, SLO as purpose, Gen Ed goals with objectives

12. Course description abbreviated, Gen Ed goals and SLOs ok

17. Course description, Gen Ed goals and SLOs ok

18. No course description, has Gen Ed goal and SLOs

19. Course description close, Gen Ed goal and SLOs are there

22. No course description, Gen Ed goal and SLOs are there

23. Course description close, Gen Ed goal and SLOs are there

**General Education Course Review – Evaluation & Feedback Form**

**Title of Course:**

First Box – **“Syllabi reflect (states) brief course description (40 words or less) as it appears in bulletin.”** – NO

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Second Box – **“Syllabi list general education goal and related student learning outcomes.”** – Not all, but improved

Third Box – “**Pre-requisites are appropriate for level of course.”** - Not marked because no pre-requisites are required for Oral Communication

Fourth Box – **“Level of education of instructors for this course complies with ADHE and ASU *Faculty Handbook.”*** - check marked. All meet according to table but instructors on syllabi that are not on table and faculty on table with no matching syllabus

**Assessment of Gen Ed Goal - Communicating Effectively**

First Box – “*Construct and deliver a well-organized, logical, and informative oral or written presentation, accurately documented, that demonstrates proficiency in standard American English”* – Box is check marked

Second Box – **“The above student learning outcome is being assessed across sections for continuous quality improvement of student learning.”** – marked NO

Third Box – **“Report of the assessment findings has been submitted.”** - this box is checked

Fourth Box – **“Data are being used to improve student learning.”** – marked NO

**Decision of General Education Committee**

First Box – **“Course is acceptable as a general education course linked to the General Education goal of communicating effectively.”** - all syllabi need course description from bulletin, Gen Ed goal and SLO. Need to see data from old rubric, plan for addressing deficiencies, continue with action plan to modify rubric.

Second Box – **“Course is not acceptable as a general education course linked to the General Education goal of communicating effectively.”** – not marked

Third Box – “**Course is acceptable as a general education course linked to the General Education goal of communicating effectively given the following modifications:”** - not marked

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Fourth Box - **"Unable to evaluate as a general education course linked to the General Education goal of communicating effectively.”** **The following information or documentation is needed:** - Clean up missing faculty Assessment Report-does not reflect student learning, assessment of Gen Ed goal

**Action Required**

Follow up report in August 2013 - all approved

#6 on General Education Course Review Submission Form – **“Core content currently taught across all sections of the course”**

**Informative speeches** (not the only way to communicate) - a personal conversation, public presentations, small group projects was previous core content - put “common” content rather than “core” content.

Karen is voting twice as she is proxy for Tanya McKay.

Dr. McLarry indicated that the Gen Ed Course Review-Evaluation & Feedback Form and Narrative for Oral Communications will come back to the Gen Ed Committee.

There will not be a meeting next week. Next meeting is scheduled for February 7, 2013.

Meeting adjourned at 4:58 p.m.

Submitted by:

Chris Collins

Assistant to Associate Vice Chancellor for Academic Services