**Gen Ed Committee Meeting**

**February 7, 2013**

**3:00 p.m.**

**DCED - Kathy Brittain White Conference Room**

Present: Sue McLarry, Josie Welsh, Dan Marburger, Karen Yanowitz, Rick Clifft, Temma Balducci, Jerry Ball, David Levenbach, Gary Edwards, Jeff Jenness, Tanya McKay, Barbara Doyle (proxy for Jill Simons), and Chris Collins

Absent: Gina Hogue, Bill Humphrey, Linda Clark, Rebecca Oliver, and Cecil Clark

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

Dr. McLarry indicated to the committee that she would be sending the Oral Communications report to AAR tomorrow.

Minutes from the last meeting were reviewed. David Levenbach motioned to approve the minutes, second by Jerry Ball. All approved. Motion carried. Minutes were approved.

Karen Yanowitz asked if LSDE courses are accepted for ASU-J degree? Yes, because they are our courses. Need to send an email to department chairs making it clear who is supposed to be assessing the courses offered at the degree centers, off-campus and concurrent enrollment.

Sue McLarry brought to the attention of the committee that one of the Science goals was eliminated in the meeting on 12/9/10 “understand the scientific method” but when the goals were sent to SGOC it still showed both goals instead of the one. Sue McLarry is going to check and make sure this isn’t in the bulletin.

Suggestion was made to ask Dr Hogue to send a reminder to the department chairs that any courses that are offered outside campus - the department is responsible for.

Copies of the Sylllabi for fall 2012 were distributed for Mathematics to the committee to review. Make sure there is a Course Description, that the goal is “Using Mathematics” and that the Student Learning Outcomes are listed as follows:

● Interpret and analyze quantitative/mathematical information (such as formulas, graphs, and tables)

● Apply mathematical methods to solve problems

Also check the emails of the instructors and if any of the email accounts are and smail account, then we need to know.

1. No course description, SLO, goal not identified exactly (this is the same for all of the syllabi)

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There weren’t any Spring 2013 syllabi given to Chris for the committee to review.

Instructor of record should enter grades in banner not a GA. Sue needs to schedule a meeting with Gina regarding the instructor of record having a master degree with 18 hours in the field.

**Gen Ed Course Review - Evaluation & Feedback Form**

**Title of Course:**

**MATH 1023 College Algebra**

First Box – **“Syllabi reflect (states) brief course description (40 words or less) as it appears in the bulletin.”** – NO there aren’t any course descriptions on any of the syllabi.

Second Box – **“Syllabi list general education goal and related student learning outcomes.”** - YES

Third Box – **“Pre-requisites are appropriate for level of course.”** - YES

Fourth Box – **“Level of education of instructors for this course complies with ADHE and ASU *Faculty Handbook*.”** - Question on instructors

**Assessment of General Education Goal - “Using Mathematics”**

Assessment report:

First Box – “*Apply mathematical methods to solve problems”*

Second Box – **“The above student learning coming is being assessed across sections for continuous quality improvement of student learning” -** They did assess the outcomes but don't know how (samples) were selected. Jonesboro, Paragould, and Valley View were included in the samples. Need to compare them separately because we need to know how they changed - changed the way they approached the problem, not the assessment – Sue McLarry will call Debra Ingram and clarify this.

Third Box– **“Report of the assessment findings has been submitted” -** YES

Fourth Box – **“Data are being used to improve student learning” -** how did they get their data.

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Performance target - Rick Clifft asked about this because according to their report it indicates that students are making Ds and F's. Others commented that this could be true in College Algebra.

**Decision of General Education Committee**

Acceptable but must add course description and goal sample includes off-campus groups, clarification of instructors-how much instruction do they do.

Jerry Ball moved to ask for this information, 2nd by Jeff Jenness, all approved. Motion carried.

**Action required**

Clarification of instructors in August 2013 and follow up review in 2016. David Levenbach motioned to table until we clarify instructors, 2nd by Jerry Ball, all approved. Motion carried.

There will not be a meeting next week. Next meeting is scheduled for February 21st.

Sue McLarry told the committee that her term as chair ends this semester as she is retiring at the end of June. Sue asked if anyone on the committee would be interested in serving as chair. She indicated that it would really be good for someone from the committee to serve as chair since they would be familiar with what the committee has been working on during the semesters.

Meeting adjourned at 4:40 pm

Submitted by:

Chris Collins

Assistant to Associate Vice Chancellor for Academic Services