

## Official Minutes

The Council on General Education and Intercollegiate Programs will meet at **3:30 PM on WEDNESDAY, February 7, 2018 in PSU 315.**

### 1. WELCOME (Meeting called to order at 3:39 p.m.)

1. **In attendance:** T. Altena, T. Arthaud, M. Bowe, L. Brazeal, R. Darabi, K. Franklin, K. Gibson, B. Hurst (for T. Dicke), G. Jackson-Brown, S. Lancaster, M. Murray, J. Smith, S. Senger, J. Strong, B. Walker, M. Woolsey, Y. Zhang
2. **Not in attendance:** K. Hubbard, F. Thornton Miller

### 1. OLD BUSINESS

#### 2. Approval of minutes from January 17<sup>th</sup> meeting

(Smith motion to approve, second by Murray, approved on voice vote)

### 3. Annual Report Reviews

Public Issues (Gibson/Lancaster)

– [CSC 210](#) Gibson reports that the course is still a work in process per departmental efforts to assign faculty and determine final SLOs in light of other course revisions. This process, including a faculty hire, is underway. (motion to accept, Smith, 2<sup>nd</sup> Arthaud, approved on voice vote)

Written Communication/Info. Literacy (Smith/Zhang)

– [ENG 110](#) Will be deferred per J. Smith

Written Communication/Integrative & Applied Learning (Brazeal/Altena)

– [ENG 210](#)

- [ENG 310](#) Per Brazeal, scores still require alignment

Life Sciences (Senger/Murray)

- BIO 111 not submitted

Per Strong, a meeting to be held on Feb. 8 will resolve the issue with this course. This item will be considered in March.

4. [Update on Core Curriculum Transfer Act \(SB 997\)](#) - Josh Smith notes that open forums have been scheduled which will take the place of this update.

1. Strong asks Smith about process for and time frame for having courses approved for inclusion. Smith confirms that this is underway and time is running out for courses to be submitted in time for fall 2018 inclusion (March 31 deadline). Additional discussion on details of program structure between Senger and Smith, and differences between 2- and 4-year institutions. Smith adds that submissions will need to be in by late February, because an additional review is still required at that point.
2. Walker and Smith observe that the result of this is that the general education curriculum is being driven, to some degree, by two-year institutions. And that foreign language credits could be a sticking point given the variety between institutions' offerings.
3. Strong asks Smith about attendance at Smith's open forum (February 5) on Core. Smith notes that about 40 attended, including advisers, faculty, and registrar staff.

## **2. NEW BUSINESS**

1. Enrollment data question: "Reflect on the enrollment data (sent to Course Coordinator & Department Head). Do you see this maintaining the same, decreasing, increasing? Explain your answer." Several instructors have noted not having this data.
  1. Woolsey addresses the group having observed this as a question from several course coordinators. Smith responds, noting multiple courses of action they can take for the data, and how the query can be answered.
  2. Franklin and Smith discuss options for providing assistance to clarify this on the part of coordinators.
  3. Per Strong, Smith, and Walker, reviewing enrollment is a charge of CGEIP, and should be added to agendas during the year.

### **2. (K. Franklin) General Education Workshop in May**

- Announcement regarding call for student work submissions
  - Franklin provides a brief summary of the Public Affairs Assessment Workshop as it has functioned for the last several years, and HLC's comments that its success makes it a candidate for repurposing into other areas of assessment, and that we have started reviewing work in general education courses (specifically Human Culture courses in 2018). It will be held the week after commencement in May.
  - Senger encourages participation as a previous workshop attendee, describing the content of the event. Franklin calls for tentative volunteers, with several council members acknowledging interest. And for volunteers for instructors to share student work (potential candidates are Lancaster and Murray).
  - Several members note its utility for helping new faculty members in particular to acclimate to incorporation of the Public Affairs mission into the classroom, university-level assessment, and meeting colleagues from across disciplines.

3. **Other** (Bowe addresses reviews, and Miller's scores are reviewed as well)

AST113/AST114/AST115 and PHY100/PHY123

The burden of work on Becky Baker as the sole reviewer has been noted before, but the council urges participation by more faculty members rather than depending on one individual for the entire workload. Senger notes that this is the 2<sup>nd</sup> year in a row this has been the case, and that she should receive some relief from the department.

Motion to put all as 'noted opportunities' for improvement, 2<sup>nd</sup> by Gibson

CHM107/CHM108/CHM116/CHM117

A disparity in scores is noted on two of the courses between reviewers. 107 & 117 will be tabled until discussion permits resolution of the issue. 106, 108 & 116 will be approved as Excellent. (Motion by Gibson, 2<sup>nd</sup> by Altena, approved on voice vote)

GLG110/(GLG115)/GLG171

Disparity in scores noted between reviewers for 110, and will be reviewed at next meeting. GLG 171, upon review, revised to Good. Motion to approve by Bowe, 2<sup>nd</sup> from Gibson, approved on voice vote.

GRY142

These will be approved as Noted Opportunities for Improvement (Motion by Smith, 2<sup>nd</sup> by Strong, approved on voice vote)

Smith notes assessment plan for periodic review schedule, that the council is behind schedule, and suggest a plan for moving forward in the coming months of the semester. Looking at a projected list of General Education courses, he notes which topic areas have been submitted, and that Humanities courses are due February 15. Walker requests that Smith send her completed reviews so that she can parcel them out among Council members for review in coming months' meetings.

Additional discussion leads to conclusion that better coordination by reviewers in advance of CGEIP meetings would speed up the approval process. E-mail reminders are also encouraged to improve on-time submission rate, which has been quite poor.

**Human Culture** is next, and Smith/Walker ask for volunteers to review submissions. Brazeal, Murray, and Senger volunteer. Murray and Senger will work as a team covering the first six (AGR100-ECO165), Brazeal and Lancaster (GRY108-SOC150) will work as a team on the second set.

**Humanities:** AAS100-ART274 will be Smith and Bowe, ENG200-HST104 will be Jackson-Brown and Arthaud), LLT121-REL102 will be Zhang & Brazeal

**Arts:** Miller & Strong ART200-ENG203, Walker and Altena ENG205-THE101.

Additional discussion notes suggested changes to term limits for CGEIP officers that will be addressed in faculty senate. Smith demonstrates navigation in Office 365 to reports for reviewers, and to the reviewer report form. Provides review of layout and rationale of CGEIP's Office 365 site.

**ADJOURNMENT** (Motion to adjourn by Arthaud, 2<sup>nd</sup> by Jackson-Brown, approved by voice vote at 5:03 p.m.)

**The next CGEIP meeting will be held at 3:30 pm on Wednesday, March 7, 2018- in CARR 203.**