General Education Committee (GEC)
Minutes: Monday, November 2, 2015, 4 pm
Admin Building 304H

SCOPE: GEC is responsible for providing quality and oversight of all of the General Education courses offered at SUU, and it is expected to ensure compliance with state-mandated policies on General Education and alignment with SUU’s strategic and academic plans.

GEC RESPONSIBILITIES*
1. Work with faculty, staff, and students to ensure SUU offers and maintains a comprehensive, assessable, and dynamic general education program that meets the agreed upon institutional learning outcomes and goals.
2. Develop and coordinate the GEC’s operation in cooperation with the University Undergraduate Curriculum Committee (UCCC)
3. Provide oversight of the General Education courses offered at SUU.
4. Work with the Center of Excellence for Teaching and Learning (CETL) to help support faculty teaching effectiveness in general education courses.

*See SUU Policy 6.8.3 for additional details about the GE Committee

DRAFT – To Be Approved at 11/30 GEC meeting

Present: John Allred (Registrar), John Belk (HSS), Anne Diekema (LIB), Reko Hargrave (Academic Advising), Derek Hein (Faculty Senate), Cynthia Kimball Davis (SGCS), David Lunt (HSS), John Meisner (COEHD), Todd Petersen (UC), Josh Price (SOB), James Sage (Assoc. Provost), John Taylor (Provost’s Office), Bill Heyborne (COSE), Keith Bradshaw for Adam Lambert (CPVA).

Absent: Christian Reiner (IR&A), Savannah Stover (SUUSA), Adam Lambert (CPVA), Johnny MacLean (COSE),

The meeting was called to order by James Sage at 4:08 p.m.

Approval of Minutes: 10/12/15 minutes were approved as prepared.

I. Announcements
James Sage announced that the NWCCU site visit is November 10-11, 2015. The final report “NWCCU Year Seven Ad Hoc Report 9-21-15 FINAL” is posted in Canvas. Please be familiar with pages 30-45 and Appendices A-H. A few editorial changes have been made since the draft provided in September. The NWCCU team of two individuals will not be meeting with the GE Committee individually. Please plan to attend the Open Campus Forum on Tuesday, November 10, 2015 from 3:45-5:00 pm in the Sharwan Smith Theatre.

James Sage created an interim report of the GE Committee covering activities and progress in General Education in mid-August thru October 2015. The interim report was distributed to the group. It is also posted in Canvas.

A Doodle Poll will soon be distributed to begin setting dates for spring semester GE Committee meetings.
The Curriculum Management Workgroup met to continue developing procedures, documents, and language to 1) review newly proposed GE courses, 2) review existing GE courses, and 3) remove GE designation from existing GE courses.

The document “Invitation to Chairs to Update Their GE Courses” was discussed. It was clarified that this document serves more as a guide for the process to guide committee action, rather than what the chairs would actually receive. As a general rule, the committee recommends that communication from the committee to faculty and chairs strive for messages that are short, provides clear direction (i.e., “Action Needed”), and in an easy to read format (i.e., bullet points, etc.).

The document “GE Curriculum Management – Criteria for New and Renewed GE Status” was discussed. Josh Price raised a few questions regarding the last paragraph and asked whether or not the language (e.g., “strongly discouraged”) was appropriate. After considerable discussion, a straw poll was taken to gauge the committee’s overall agreement with the paragraph as it was originally written. The straw poll revealed that there was considerable agreement with the paragraph as written. **Motion to approve** (Lunt | Petersen) the document as written (replacing “insists on requiring” with “requires” in the final paragraph). *(Vote: 8-1-1; approved)*

The document “New GE Designation Approval Criteria and Process” was discussed. Several substantial changes were recommended and this document will be returned to the Curriculum Management Workgroup. It was determined that some fields on the form would already appear in the Substantive Change form which would accompany new GE proposals. The GE Committee generally agreed that the Substantive Change form and the syllabus should provide this GE-specific information. The approval criteria found on the document should provide more of a checklist for what the committee will be requiring for approval. The committee would like to see a mock-up of changes made to the approval criteria at the next meeting. Detailed notes were kept and will be shared with the Curriculum Management Workgroup.

**Motion to approve** (Price | Petersen) two recommendations coming from the GE Assessment Workgroup.

1. Offer faculty professional development (Spring 2015) to create better agreement (norming) for levels of student achievement in Canvas course-based assessment. This will require collaboration with CETL and considerable planning to ensure success.
2. Create an **ad hoc workgroup** to focus on the researching existing examples and recommending development of an assessment method focusing on Student Signature Assignments and/or Student e-Portfolios.

John Belk, Bill Heyborne, and John Taylor have already expressed interest in serving on the ad hoc workgroup. James Sage has offered to organize meetings of the new ad hoc workgroup. If anyone else is interested in contributing to the effort, please contact James. *(Vote: 10-0-0; approved)*

The meeting was **adjourned at 5:57 pm.**