

General Education Committee
September 29, 2017
HSS 3035
3:00 p.m.

Voting Members Present: Ali Khalil, Bob Bennett, Gary Edwards, Hong Zhou, Karen Yanowitz, Kevin Humphrey, Lillie Fears, Marc Williams, Turgut Ozkan for Matt Costello, Paige Wimberley, Randy Kesselring, Rebecca Oliver, and Zahid Hossain

Ex-Officio Members Present: Summer DeProw

Members Absent: David Harding

Dr. Bennett convened the meeting 3:03 pm, began introductions, and welcomed new members.

1. Approval of April 27th, May 4th, and August 25th minutes
 - a. 4/27 – motion: Randy Kesselring; second: Rebecca Oliver; pass
 - b. 5/4 – motion: Lillie Fears; second: Rebecca Oliver; pass
 - c. 8/25 – motion: Lillie Fears; second: Ali Khalil; pass
 - i. Discussion regarding minute approvals:
 1. Try for email vote to approve last meeting in the AY instead of waiting until first meeting of new AY.
2. Discussion of overall goals for the year from the committee chair:
 - a. Improve the relationships between the GEC and the colleges/departments who teach general education classes.
 - i. The GEC Chair commits to visiting with departments personally regarding GEC comments. The personal touch will be beneficial to help change the campus perspective of GEC.
 - b. GEC Chair suggestion to have a GEC Awards Banquet during Convocation of Scholars.
 - i. The award would “shine a light on outstanding faculty teaching general education classes,” and work towards the goal of improving the campus perspective of GEC.
 - ii. Discussion of mechanism for the award:
 1. Application versus nomination process
 - a. Honors has success with nomination and student voting process
 2. Adjuncts would be eligible for award. Perhaps 2 awards, 1 for full time and 1 for temporary.
 - iii. Committee asks SDP to take this idea back to Dr. Cooksey and will further consider the idea following conversations with the Provost and the committee constituents.
3. Formal reports from Humanities and Fine Arts courses:
 - a. ART 2503 (Visual)
 - b. MUS 2503 (Musical) – requested a 2 week extension to Oct 16.

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- c. THEA 2503 (Theatre)
 - d. ENG 2003 (Lit I)
 - e. ENG 2013 (Lit II)
 - f. PHIL 1103 (Intro Philosophy)
 - g. Most of the departments are either completely finished with the reports, or will definitely be finished by Monday, 10/2.
4. Review team assignments
- a. Bob Bennett identified Marc Williams, Ali Khalil, and Rebecca Oliver as team leaders and the committee assigned themselves to the 3 committees.
 - i. The team leader will lead the subcommittee, and each group will only have to read what is assigned. Committees can contact the writers of the plans/reports as needed.
 - ii. Summer DeProw and Bob Bennett offered their services to come to subcommittee meetings, or help as they can.
 - iii. Discussion regarding inviting writers of the plans/reports to the meetings concluded that the committee would make it clear that they are free to attend, but it is appropriate either way.
5. Follow up information:
- a. Physical Science Plans
 - i. The department is running through the university channels to wrap the lab and the lecture of Chemistry and Physical Sciences into 4 hour classes. They are deleting the classes and creating new 4 credit classes.
 - 1. GEC approval for the curricular proposals comes after the College Curriculum Committee but before UCC.
 - ii. Bob Bennett requested that the department send corrected versions of the plans once the courses are merged.
 - b. Quantitative Reasoning Course
 - i. Math has made corrections suggested by the GEC.
 - c. Oral Communication Interim Report – Spring 2018
 - i. Summer DeProw explained that Oral Com submitted the report last year, and they had some issues collecting data. The Department requested a self-imposed interim report. Collection went well spring '17, will continue to collect fall '17, and submit a report to GEC in spring '18.
6. Course Additions to the GEC – Biology of Plants
- a. Biology Department is proposing offering BIO 1503/1 Biology of Plants as a general education course. They provided a memo to explain the request and the QRII for the committee to review. This will be on the agenda to see if the committee approves it. The course is not changing, they just want to make it a general education Biology course.

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- i. General discussion regarding demand and advising issues. Bob Bennett assured the committee that the Department is not concerned about capacity and are already advising appropriately.
 - ii. Randy Kesselring made a motion to approve as an addition to general education Biology list. Ali Khalil seconds. Pass.
7. Report on GEC Mexico – Dr. DeProw
 - a. Summer DeProw gave the committee an update regarding what ASU-CQ GEC is doing in Mexico. Most of the courses there are Gen Ed. They have borrowed ASU-J assessment plans and instruments, but ASU-CQ will collect and analyze their own data because the context is different. The data will be kept separate. ASU-CQ is anxious to collaborate with ASU-J GEC.
8. Annual Data Submission in Taskstream – Dr. DeProw
 - a. Summer DeProw updated GEC regarding campus wide GEC data submission into Taskstream.
 - b. She also asked the committee if they wanted to continue to wait to see reviewed data every four years, or if they would want to see more data reviewed annually. Because general education courses move so fast, there is an opportunity to make change.
 - i. GEC discussed advantages of annual reviews and action plans and determined to discuss the subject again at a future date.
9. Learn@State – Dr. DeProw
 - a. Summer DeProw briefed GEC regarding last year's Learn@State and explained her thoughts on the theme for 2017/2018: effective communication in general education.
 - i. General discussion regarding interest of those who collected the data, and assurances regarding anonymity of the data.
10. Representative for AAC – Dr. DeProw
 - a. Summer DeProw asked for a volunteer for AAC and explained that the committee would be working on creating and reviewing a handbook and a Senior Exit Survey. Ali Khalil volunteered to serve as the GEC representative. GEC approved his appointment.
11. Member items
 - a. Lillie Fears brought forth an idea to explore options for inclusion and diversity in the general education curriculum.
 - i. Rebecca Oliver mentioned that these ideas had been discussed several years ago, but never materialized due to a number of reasons.
 - ii. Ali Khalil informed the committee that UCA has an idea like this on their agenda and thinks that A-State could lead the way.
 1. Summer DeProw suggested this as a project for AAC so that it can be aligned with SLOs.

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- iii. GEC agreed to continue thinking about these ideas and options and come back to them at a later date, perhaps assigning it to another subcommittee.

Meeting adjourned 4:36 pm.

2016-2017 Subcommittee Assignments (2017-2018 TBD)

1. Marc Williams, Lillie Fears, Hans Hacker, and Gary Edwards
2. Rebecca Oliver, Randy Kesselring, Hong Zhou, Mathew Costello, and Ali Khalil
3. Pam Towery, Loretta McGregor, Ilwoo Seok, Michael Fellure, and Kevin Humphrey

2017-2018 Subcommittee leaders:

1. Marc Williams – David Harding, Lillie Fears, Gary Edwards
2. Rebecca Oliver – Paige Wimberley, Karen Yanowitz, Zahid Hossain
3. Ali Khalil - Randy Kesselring, Matt Costello, Kevin Humphrey, Hong Zhou

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Voting Members Present: David Harding, Hong Zhou, Ali Khalil, Paige Wimberley, Claire Abernathy proxy for Marc Williams, Manu Bhandari proxy for Lillie Fears, Karen Yanowitz, Gary Edwards, Bob Bennett, Rebecca Oliver, Randall Kesselring

Ex-Officio Members Present: Summer DeProw

Members Absent: Kevin Humphrey, Matt Costello, Zahid Hossain

Dr. Bennett convened the meeting at 3:07 pm.

1. Approval of September 29th minutes – motion to approve: Ali Khalil. Second Karen Yanowitz. Pass
2. Overall goals for the year:
 - a. Bob Bennett reiterated that the primary focus for the year would be getting through the reports.
 - b. Committee discussed the edits requested of the Chemistry reports. Decided on a deadline of November 10th to receive the edits to the Chemistry reports. Reports will be considered and voted on by email.
 - i. On November 10th, the committee voted unanimously to approve the revisions to the Chemistry reports and the proposals to merge the lecture and labs of PHSC 1203/1201, PHYS 1103/1101, and CHEM 1043/1041 into single 4 hour courses.
 1. On November 15th, the CSM UCC representative updated Bob Bennett that the merger proposals were pulled, and the bulletin would be amended to make the lab and lectures co-requisites.
 - c. BB primary focus is getting through the reports.
3. Outstanding Business from 9.27.17
 - a. Bob Bennett and Summer DeProw explained to the committee that the Provost approved moving forward with the GEC Awards and Banquet, and is giving the GEC \$1,000 towards it. The committee discussed ideas regarding criteria and mechanism of award. A subcommittee was formed to develop these ideas and will have something for the general committee at the next meeting.
 - i. Subcommittee – Bob Bennett, Ali Khalil, Karen Yanowitz
 - b. Committee postponed discussion of data review (annually versus quadrennially) and inclusion/diversity in general education curriculum for the next meeting.
 - c. Summer DeProw advised the committee that the HLC site team could ask to visit with members of the General Education Committee and offered to share potential questions that might be asked via email. She also advised the committee that the University Assessment Committee representative, Ali Khalil, will be bringing things for GEC to do in early spring, including Student Learning Outcomes and how GEC is supporting them.

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4. Committee discussed the date of the next GEC meeting and decided upon Friday, December 1st at 3 pm
5. Team 1 Assignments – Marc Williams (team leader). Claire Abernathy provided background information and clarification regarding Theatre reports, as well as relating comments made by Marc Williams
 - a. THEA 2503 (Theatre)
 - i. Committee generally discussed the surveys, the rigor of the instruments, and the use of the same plays/films across sections. They ultimately determined that the Theatre Department had provided a solid report and only suggests rotating the plays/films used.
 - ii. Reports passed by acclamation.
 - b. PHIL 1103 (Intro Philosophy)
 - i. Committee discussed intercoder reliability and what steps, if any, Philosophy had taken to ensure that different instructors will assess with the same results.
 - ii. Committee determined that the report did not provide a clear action plan. There is attention to the data collection, but nothing to show what they are going to do now and moving forward.
 - iii. Report is passed by acclamation with the request that the Philosophy Department address their action plan now. The committee also suggests that they work on intercoder reliability in the future.
6. Team 2 Assignments – Rebecca Oliver (team leader)
 - a. ART 2503 (Visual)
 - i. Committee discussed some minimal concerns with the report, including whether the department had analyzed why the students didn't meet the benchmark and that the report does not show what the department did.
 - ii. Report is passed by acclamation.
 - b. MUS 2503 (Musical)
 - i. Committee discussed some concerns with the report and acknowledges that while the department is on the right path, they are still struggling in some ways.
 - ii. Report is passed by acclamation.
7. Team 3 Assignments – Ali Khalil (team leader)
 - a. ENG 2003 (Lit I) and ENG 2013 (Lit II)
 - i. Both reports passed by acclamation.

Meeting adjourned.

2017-2018 Subcommittee leaders:

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1. Marc Williams – David Harding, Lillie Fears, Gary Edwards
2. Rebecca Oliver – Paige Wimberley, Karen Yanowitz, Zahid Hossain
3. Ali Khalil - Randy Kesselring, Matt Costello, Kevin Humphrey, Hong Zhou

General Education Committee
December 01, 2017
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Voting Members Present: Lillie Fears, Hong Zhou, Ali Khalil, Paige Wimberley, David Harding, Marc Williams, Bob Bennett, Gary Edwards, Matt Costello, Zahid Hossain, Randall Kesselring

Ex-Officio Members Present: Summer DeProw

Members Absent: Karen Yanowitz, Kevin Humphrey, Rebecca Oliver

Convene the meeting at 3:00 pm.

1. Approval of October 27th minutes DH move to approve, MW second. Pass
2. Outstanding Business from 9.29.17 and 10.27.17
 - a. Data Review Options Discussion
 - i. Bob Bennett proposed amending the current reporting structure to include yearly updates to Taskstream by the departments, a second year departmental interim review to Assessment with an action plan submitted to Taskstream, and a fourth year formal report to General Education Committee.
 1. Summer DeProw approves Assessment review of Interim Review. Her office can ensure the action plans and reports are present and that there is some integrity behind them. This structure would help keep departments accountable, to the University and to HLC, for continuous improvement.
 2. Passed by acclamation
 - ii. Summer DeProw and committee discussed adding the GEC data review process to the Assessment Handbook and the shared governance process. Summer DeProw would like to add the wording proposed by Bob Bennett (page 1 of attachments) to the Assessment Handbook.
 1. Bob Bennett moved to add the language to the Assessment Handbook and allow it to move through shared governance with a note regarding the updated GEC process. Ali Khalil seconded. Motion passed.
 - b. Inclusion and diversity in the general education curriculum
 - i. Bob Bennett nominated Ali Khalil, Lillie Fears, and Hong Zhou to serve on this subcommittee. Paige Wimberley volunteered to serve as well. Lillie Fears will chair the subcommittee.
3. HLC Preparation
 - a. Summer DeProw gave an update to GEC regarding the HLC visit. HLC will be arriving March 5-7. They will meet with folks on the 5th and 6th, but we don't know who they will be meeting with. We think they will probably meet with faculty, the Chancellor and Board of Trustees, GEC, and students. The meetings will be to verify what was put in our report. There will be very short notice on these meetings, as we will only be told about 2 weeks beforehand.