Grand Valley State University

***General Education Committee Meeting***

167 Lake Ontario Hall

 Minutes of 11/17/2014

**PRESENT**: Kirk Anderson, Chair; Emily Frigo; Ella Fritzemeier; Gabriele Gottlieb; Melba Hoffer; Andrew Kalafut; Josita Maouene; Linda Pickett; Martina Reinhold; Patrick Thorpe

**ALSO PRESENT:** C. “Griff” Griffin, Director, General Education; Jeanne Whitsel, General Education Office Coordinator

**NOT PRESENT:**  Sarah King; Brian Kipp; Haiying Kong; Jose Lara; Paola Leon; Paul Sicilian\*; Susan Strouse; David Vessey

\* Participating by email despite conflict with meetings

| Agenda Items | Discussion | Action Taken |
| --- | --- | --- |
| **Approval of current Agenda** |  | Approved per consensus |
| **Approval of 11/10/2014 Minutes** |  | Approved per consensus |
| **Curriculum items for consideration** |  |  |
| **Language in SoR’s regarding GE goals (Gabriele’s experience with HST 376 proposal). After discussing this item, we can vote on the BIO 319 proposal (recall that a decision was tabled during GEC#9).** | **HST 376 Log #8480** Gabriele was able to add the GE student learning objectives statement to the bottom of the objectives list in the SoR. SoRs will auto-populate the GE info in the future, but that feature will not be applied retroactively. **BIO 319 Log #8720**Now that we know authors can add such information to their SoRs, we will ask the proposer to add the GE goal information to this SoR. We will provide a “stock” statement that authors can copy and paste into the form. We will also ask the author’s permission to use this as a model once the GE language is added and the course has been approved by the Provost’s Office.Motion was made to respond with the following:* Praise for a job well done
* Request to have the GE goal information added to the SoR
* Request for permission to use the CAR as a model
 | G. Gottlieb moved to respond as described.E. Frigo second, motion carried 10-0. |
| **MUS 100 CAR reply** | The GEC discussed specific items of concern with this CAR. | Chair will revise the response letter to include these items, as agreed by committee consensus. |
| **CAR reviews, round 1.5** **- Time for groups to discuss their assigned CARs among themselves** **- Reports/committee discussion as necessary** | Discussion time was not allotted, as only one group had all members present.**BIO 328** The author has some questions for the reviewers, which the chair will address.**HST 103** The authors requested that we include CAR templates when sending out data graphs. **MES 201**This one was not done properly. The entire assessment needs to be redone. They will be asked to do so in Winter 2015. The chair will draft a letter requesting the repeat assessment and the director will review it. The letter does not need to come back to the committee before being sent out.**MTH 131****PLS 301**The author suggested that assessment results be due immediately after the end of the semester, noting that the time lag posed a challenge in assessing the results. We can set earlier deadlines and have instructors let us know if they need more time.  | Chair will respond to the author’s questions.When graphs are created, the GE grad assistant will insert them into the templates and send them to authors. Chair will send the letter once it is reviewed by the director.Director will set new deadlines for submitting completed CARs. |
| **Email message to unit heads RE: courses in Mathematical Sciences aligning with MTA** | Most of the mathematics courses will naturally fulfill the requirements, as will STA 215. The courses we are concerned about are CIS 160 (Programming with Visual Basic), GPY 200 (Computer Cartography), PHI 103 (Logic), MTH 131 (Introduction to Mathematics) and MTH 221 (Mathematics for Elementary Teachers 1). However, not all courses need to meet the standards for the program to be in compliance. We can acknowledge that this is the case and be okay with it. Also, quantitative reasoning is skill goal outside of math, and we cover that in other areas.  We will ask unit heads for their input. We don’t require evidence, we just need the unit heads to confirm that the courses do or do not cover the MTA requirements.  | Director will email unit heads for input.  |
| **Chair’s Report** | We will not meet next week. The next meeting - the last for this term - will be on Dec. 1. The chair will set the agenda well in advance of the meeting to give the CAR groups time to review their CARs.  |  |
| **Director’s Report** | The director has crafted an email to send to unit heads asking them to have their faculty include the following items in their syllabi:The GE category being fulfilledThe GE goals associated with the courseThe required information for the individual courses will be included in letter to the unit head. Content goals will be labeled “GE Knowledge Goals for this course” and “GE Skills Goal for this course”.The syllabus attachment to the First Day email to instructors will be modified. Instead of listing all goals, it will include only goals specific to the course being taught. The assessment portion of the GE website will be reorganized to present the material by department. Individual CAP and CAR files will also be password protected. | Director will: send email to unit heads re: syllabi; modify First Day emails to list course-specific goalsThe GE website assessment page will be reorganized by department. CAPs and CARs will be password protected. |
| **Adjournment** |  | 4:00 pm |