Grand Valley State University

*NOTES: General Education Committee*

Minutes of 8/26/2013

**PRESENT**: Karen Burritt, Emily Frigo, Roger Gilles, Gary Greer, Melba Hoffer, Brian Kipp, Jagadeesh Nandigam, Alex Nikitin, Martina Reinhold, Keith Rhodes, Chair, Paul Sicilian, David Vessey

**ALSO PRESENT:** C. “Griff” Griffin, Director, General Education, Sarah Kozminski, General Education Office Coordinator

**NOT PRESENT:** Peter Anderson, Susan Carson, Paola Leon, Jose Lara

**ON SABBATICAL**: Kirk Anderson

| Agenda Items | Discussion | Member |
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| **Approval of 4-15-2013 Minutes** |  | Approved per consensus |
| **Approval of Agenda** |  | Approved per consensus |
| **Introductions** | Members introduced themselves.  Kirk Anderson is on sabbatical and a few members will be arriving a little due to schedule conflicts. |  |
| **Discussing our charge** | Guidance on teaching general education skills per faculty request.  Working with FTLC to help develop workshops to teach faculty.  Monitor general education process.  New Michigan Transfer Agreement (MTA) in place of MACRAO. There is already concern with the change regarding 2 composition course sequence and meeting the composition needs of students, and we will need to investigate other impacts. |  |
| **Previewing and discussing procedures for approving expedited Issues courses** | This is the second year for the expedited issues courses going through the “fast track” process. Workshops were offered during this summer for issues courses. The plan is to review the submitted courses in smaller groups. GEC Chair will delegate groups and the groups will review the proposed issues courses, make notes, and report their assessment to the committee. Votes will be made based on the group’s assessment. The plan is to begin the review on the 9th of September. Four courses will be reviewed as a whole group and the remaining courses will be divided into smaller groups for the following three weeks. |  |
| **CAP review feedback** | CAPs were reviewed and comments/notes were sent to the CAP author. There were three levels for scoring the CAPs (thank you, some improvements needed, and the final level stating that they will need to update in the future).  Some authors responded and a few did updates. Chair would like to start thinking about how to review and respond to folks submitting CAPs and courses submitted through the curriculum process for the future as well as how they will teach the skills goals. |  |
| **Discussing Assessment Plan feedback from UAC** | The University Assessment Committee reviewed the General Education 2013-2016 Assessment Plan  Assessing the learning every three years using a 4 point scale. GEC does not want to assess every section. Faculty measures are on the CAP and on the CARs.  The rubrics are online and currently accessible, where they were not at the time of the memo.  The assessment data collection. Director thought that this question could be responded by asking for insight from UAC as they have expertise in this area. GE C Director and Chair will compose a letter of response to UAC to address their questions/concern. |  |
| **Chair’s Report** |  |  |
| **Director’s Report** | Packet of materials to be provided for the skills goals, developed by Wendy Wenner. We are awaiting the 3 remaining packets to share with faculty to teach the skills goals. Faculty have been notified if they are assessing this semester. We will seek to refine and improve these materials for future years. |  |
| **Adjournment** |  | 3:42pm |
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