

General Education Council Meeting Minutes

Academic Year 2013/2014

GENERAL EDUCATION COUNCIL

Minutes of the 2013 – 2014 Academic Year

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GEC Membership Roster
2013 – 2014

Name	Department
Ralph Feather, Chair	Ed Studies and Secondary Education
Christopher Donahue	Languages and Cultures
Mark Law	Accounting
Molly Marnella	Early Childhood and Adolescent Education
Mindi Miller	Nursing
Linda Neyer	Library
Sharon Solloway	Developmental Instruction
Mark Usry (for Victoria Geyfman)	Finance
Kevin Williams	Biological and Allied Health Sciences
Sheila Dove-Jones	Director, Office of Planning and Assessment
Patricia Beyer (Dean of Undergrad Ed designee)	Assistant Dean of College of Science & Technology
Gretchen Osterman	Student Life Representative

Minutes – General Education Council, September 9, 2013

Ralph Feather called the meeting to order at 2:00 PM on Monday, September 9, 2013, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Chris Donahue, Kevin Williams, Mark Law, Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Sheila Dove-Jones, Linda Neyer, Mark Usry, and Gretchen Osterman.

1. Approval of the Agenda of September 9, 2013

Linda Neyer moved to approve the Agenda; seconded by Gretchen Osterman.

Motion to approve the Agenda passed by voice vote.

2. Approve of Minutes of May 6, 2013

Linda Neyer moved to approve the Minutes; seconded by Mindi Miller.

Ralph Feather reported the election of the chair at the May 6th meeting showed 6 abstentions and 5 in favor. Mark Usry moved to elect Ralph as Chair by acclamation; seconded by Mark Law.

Motion to elect Ralph Feather as chair by acclamation passed by voice vote.

3. Chair Remarks

Ralph Feather welcomed everyone and thanked Patricia Beyer for her work as past Chair.

All members introduced themselves.

Ralph Feather reminded members to send replacements if they are unable to attend.

4. Course Proposals

A. Art and Art History

- i. ARTHSTRY 357 – Contemporary Art
- ii. ARTHSTRY 355 – History of Modern Art
- iii. ARTHSTRY 360 – Women, Art, and Society

Chris Donahue moved to recommend ARTHSTRY 357, 355 and 360 to the BUCC each for 3 GEPS toward Goal 7 Arts and Humanities; seconded by Linda Neyer.

Nogin Chung presented all proposals to the council.

Motion to recommend ARTHSTRY 357, 355 and 360 to the BUCC each for 3 GEPS toward Goal 7 Arts and Humanities passed by voice vote.

5. Action Items

A. Assessment Data Submission Deadline

Mark Usry moved to accept the assessment data submission date as the Friday of the week grades are due each semester; seconded by Mark Usry.

Patricia Beyer and Sheila Dove-Jones explained the GEC discussed this at the GEC retreat in July. General Education data must be reported during the time frame faculty are working. The latest time would be the Friday of the week grades are due.

Motion to approve the deadline submission as the Friday of the week grades are due passed by voice vote.

Dr. Jones asked the council for their opinion on whether or not to collect assessment data in the aggregate for the winter session.

Mark Usry moved to gather assessment data on General Education courses offered in the winter session; seconded by Chris Donahue.

Motion to gather assessment data on General Education courses offered in the winter session passed by voice vote.

B. GEC Guidelines – First Reading

Council members reviewed the Guidelines and made updates as needed to page 2, Document P, In Box 3. Strike the words ~~number 13~~ and replace the word Course with Change, and to update the membership list. It was concluded the Guidelines would be reviewed and updated annually and any time the General Education Policy is revised.

C. PRP 3612 – First Reading

Council members reviewed the proposed revisions as recommended at the July GEC retreat.

Mindi Miller moved to revise Goal #9 to read and/or; seconded by Kevin Williams.

Motion to revise Goal #9 to read and/or passed by show of hands of 6 in favor, 4 opposed and 1 abstention.

Kevin Williams moved to revise Goal #10 to read: Exhibit Civic Engagement and/or apply knowledge of best practices in civics and government; seconded by Mark Usry.

Chris Donahue offered a friendly amendment to read “Exhibit Civic Engagement”. Dr. Williams did not accept the amendment.

Motion to amend Goal #10 to read: Exhibit Civic Engagement and/or apply knowledge of best practices in civics and government failed by voice vote.

Sheila Dove-Jones moved to strike the ~~Director of~~ under **Student Learning Outcomes Assessment** to read: The General Education Council, in collaboration with the Office of Planning...; seconded by Mindi Miller.

Motion to strike the words the Director of passed by voice vote.

6. Open Forum

Sheila Dove-Jones reported the English Department has requested to pilot the review of their data. They offer 17 English courses each with eight or nine SLOs. The English Department has requested permission to review five elements around Communication in the Fall and review the remaining elements in the Spring. Data will continue to be collected on every element every semester.

Sheila Dove-Jones moved to allow the English Department to pilot the review of data; seconded by Sharon Solloway.

Motion to allow the English Department to pilot the data review on their courses passed by voice vote.

Chris Donahue requested a discussion on CLEs at the next GEC meeting.

Kevin Williams inquired what percent of last year’s freshmen completed their foreign language requirement. Sheila Dove-Jones expressed a concern in students being hand placed into a language

course. Data is skewed by the fact that an equal number of students are hand placed into courses as those who have taken the language placement test.

The meeting adjourned at 4:00 PM by consensus.

Minutes – General Education Council, September 23, 2013

Ralph Feather called the meeting to order at 2:00 PM on Monday, September 23, 2013, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Chris Donahue, Kevin Williams, Mark Law, Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Sheila Dove-Jones, Linda Neyer, Mark Usry, and Gretchen Osterman.

1. Approval of the Agenda of September 23, 2013
Linda Neyer moved to approve the Agenda; seconded by Gretchen Osterman.
Motion to approve the Agenda passed by voice vote.
2. Approve of Minutes of September 9, 2013
Mindi Miller moved to approve the Minutes; seconded by Sharon Solloway.
Ralph Feather recommended an amendment to the minutes.
Motion to approve the minutes with the amendment passed by voice vote.
3. Chair Remarks
Ralph Feather reported the BUCC moved not to forward the revised BUCC Bylaws for the Fall election due to some needed language revisions. Ralph will continue to attend BUCC meetings. The revised Omnibus form will be posted and distributed soon.
4. GEC Guidelines – Second Reading
Linda Neyer moved to amend the GEC Guidelines to include the VALUE Rubrics table which was proposed to be struck from PRP 3612 to the GEC Guidelines. **Motion failed for lack of second.**
Mark Usry moved to approve the Guidelines as amended; seconded by Chris Donahue.
Motion to approve the Guidelines as amended passed by voice vote.
5. PRP 3612 – Second Reading
Ralph Feather requested a grammatical change. Members discussed the meaning of “successfully complete” as it relates to the foundational courses. Individuals have their own opinion, however, it was concluded to follow University practice as successfully complete translates into a University passing grade.
Mark Usry moved to approve the amendments to PRP 3612; seconded by Mark Law.
Motion to approve the amendments to PRP 3612 passed by voice vote.

Sheila Dove-Jones moved to include the Global Learning rubric to the list of VALUE rubrics on the General Education/MyCore websites; seconded by Mark Usry.

Linda Neyer offered a friendly amendment to strike the digit "15" referring to the number of rubrics on the same website. Sheila Dove-Jones accepted.

Motion to include the Global Learning rubric and strike the referenced number of rubrics from the website passed by voice vote.

6. CLE Guidelines

Chris Donahue presented a rough draft of guidelines for CLEs as well as a draft proposal. Members recalled a previous version prepared by a subcommittee last academic year and discussed with no finalization. Members discussed the reasoning for the lack of CLE proposals. One observation by Linda Neyer is the absence of an assessment committee within some units on campus. Those who have done assessment indicated it is not time consuming nor difficult. Ralph Feather requested Jill send the previous draft form of the CLE guidelines for review by council members and discussion at a future GEC meeting.

7. Open Forum

Molly Marnella requested clarification on the Office of Planning and Assessment's language placement data that was distributed via email after our last meeting. Sheila Dove-Jones provided the answers.

Discussion continued on the topic of encouraging students to take the language placement test. Sheila Dove-Jones reported the academic advisement module revealed that freshmen reported academic advisement was a major issue. As many students who saw their assigned advisor also went to other students, parents, or staff. Seniors indicated the same just not at the same level as freshmen.

The meeting adjourned at 3:45 PM by consensus.

Minutes – General Education Council, October 7, 2013

Ralph Feather called the meeting to order at 2:00 PM on Monday, October 7, 2013, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Chris Donahue, Kevin Williams, Mark Law, Molly Marnella (until 2:50), Mindi Miller, Sharon Solloway (at 2:30), Patricia Beyer, Sheila Dove-Jones (until 2:50), Jerrold Harris for Sheila Dove-Jones, Linda Neyer, and Mark Usry.

1. Approval of the Agenda of October 7, 2013

Mark Usry moved to approve the Agenda; seconded by Mindi Miller.

Motion to approve the Agenda passed by voice vote.

2. Approval of Minutes of September 23, 2013

Linda Neyer moved to approve the Minutes; seconded by Mark Usry.

Motion to approve the minutes passed by voice vote.

3. Course Proposals

A. Student Life

i. CGA President CLE

An email was received earlier in the day indicating Dr. Long would not be available to present the proposal.

Due to no representation, Kevin Williams moved to table the CGA President CLE proposal; seconded by Mark Usry.

The motion to Table the proposal passed by show of hands.

B. Languages and Cultures

i. Languages and Cultures Assistantship (Draft)

Chris Donahue presented the revised proposal which he adapted the previously prepared CLE guidelines prepared by the subcommittee comprised of Linda Neyer, Gretchen Osterman, John Riley, and Ralph Feather.

Trish Beyer informed the council there is no mechanism in place to grant variable credits to CLEs. Trish will meet with the Registrar for clarity and report her findings to the Council. Sheila Dove-Jones questioned any differences in the assessment between one credit versus two credits. Chris Donahue replied the assessment would be the same. The variable credit offering stems from the number of hours completed.

Trish reported to the Council she will be meeting with the Registrar, Joseph Kissell, and Linda Hock regarding the use of the CLE prefix.

Sheila Dove-Jones stated the word Assistantship refers to Graduate Assistantship and requested a substitute word. The Council requested removing the reference to a practicum/internship in #9 of the Master Course Syllabus. The concern is to separate the CLE from a class (internship/practicum) currently offered. Sheila Dove-Jones suggested replacing with outreach experiences. Trish suggested the following language: *...related skills through outreach volunteer and other outreach projects. This experience may be taken in conjunction with a practicum or internship.* Sheila recommended reporting this to be included in the Community Service Indicator. The Council suggested Chris revise the proposal using the recommendations above and bring it back for consideration.

4. Action Items / Retreat

A. Ralph Feather, Chair, will communicate assessment data due dates to the University Community.

B. Sheila Dove-Jones asked the Council if they want targets identified. If determined to do so, a field will be added in Qualtrics. Data will be more useful if targets are identified. Mark Usry suggested training be offered on how to use VALUE rubrics and what levels are acceptable. Discussion continued on the perception of the meaningless of the data by faculty. Chris Donahue moved the GEC require targets in general education proposals henceforth and that the GEC request from all who have submitted general education courses to this point supply targets; seconded by Mark Usry. Mark Usry reiterated the need for professional development/training in assisting with targets. Trish Beyer recommended the target performance level be included in the SLO table. Chris Donahue withdrew his motion, accepted by Mark Usry. Chris Donahue moved the GEC require the target performance level be included in the SLO table in addition to the element of the Master Course Syllabus; seconded by Mark Usry. Linda Neyer added a friendly amendment to revise the word require to recommend. Ralph Feather recommended a revised motion to read: In order to make data more meaningful, the GEC is recommending, from this point forward, the target performance level be included in the SLO table of the Master Course Syllabus.

Chris Donahue accepted the two friendly amendments.

Mark Usry asked what is requested or needed by Middle States. Trish Beyer replied we need to have some sense of what people are aiming for in their class.

Motion to revise the GEC Guidelines to read: *In order to make data more meaningful, the GEC is recommending, from this point forward, the target performance level be included in the SLO table of the Master Course Syllabus*", passed by voice vote with 1 opposition and 1 abstention.

Chris Donahue moved in order to make data gathered so far more meaningful, the departments submit target performance levels to the Office of Planning and Assessment for general education courses previously approved; seconded by Linda Neyer.

Motion to request target performance levels for previously approved general education courses be reported to the Office of Planning and Assessment passed by voice vote with 1 opposition and 1 abstention.

It was the sense of the Council that this information not be communicated through email. Trish will inform departments personally.

- C. The frequency to collect and report data to the Office of Planning and Assessment is currently in a two-year pilot. Data is currently reported after each course offering. Council members discussed the option of random sampling.

Ralph Feather asked the representative for the Office of Planning and Assessment to bring forth to the Council some suggestions on the frequency of data reporting and the option of random sampling.

- D. CLE Development

Trish Beyer is working with Athletics on a proposal to offer Varsity Athletics as a 1-credit course (not CLE); she is also working with Kristin Austin and Ted Roggenbuck on a CLE development for the OWLS, and has a meeting scheduled with Dr. Somerville to learn of and offer any support needed in creating a CLE proposal. Trish is recommending a GEC member support Student Life members in assisting them with CLE proposals.

- E. GEC Working Group

Group members, Chris Donahue, Kevin Williams and Sharon Solloway with assistance from Blair Staley drafted language regarding alternative pathways for students with IEPs and forwarded to Bob Wislock. They are awaiting response from Dr. Wislock.

5. Chair Remarks

Ralph Feather introduced student representative, William Lenz, and welcomed him to the committee. Introductions were made.

Ralph Feather requested the language approved today regarding the target performance level be integrated into the GEC Guidelines and brought forward to the next GEC meeting for discussion/approval.

6. Open Forum

Kevin Williams met with an honors student advisee who is currently in a course not included on the approved general education point list but was told by the faculty teaching the course the group of students will get together and prepare a proposal to get it approved. It was the sense of the Council the student may have been confused. Trish Beyer reported Honors courses are currently being developed for general education approval. If the honors section of a regular course approved for general education points has not been approved yet, assessment is still being conducted and

students may, through the petition, receive GEPs for the course. If it is a course that is on the books that has not been given GEPs, and is being taught as an honors section, the advisor may not use the petition to get GEPs.

Linda Neyer raised some questions she had with the CGA President CLE proposal. The Council advised Ms. Neyer to raise her questions during the review.

Mark Usry offered an official apology for a comment made at the last meeting regarding additional help needed and not being done on the returning summer freshmen. His intent was not that work or assistance is not being done.

The meeting adjourned at 3:46 PM by consensus.

Minutes – General Education Council, October 21, 2013

Ralph Feather called the meeting to order at 2:00 PM on Monday, October 21, 2013, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Chris Donahue, Kevin Williams, Mark Law (until 3:45), Molly Marnella, Mindi Miller, Sharon Solloway (at 2:30), Patricia Beyer, Sheila Dove-Jones, Jack King, Shane Jaynes for Chris Podeschi, Gretchen Osterman, and Conrad Quintyn.

1. Approval of the Agenda of October 21, 2013

Mindi Miller moved to approve the Agenda; seconded by Gretchen Osterman.

Motion to approve the Agenda passed by voice vote.

2. Approval of Minutes of October 7, 2013

Kevin Williams moved to approve the Minutes; seconded by Molly Marnella.

Motion to approve the minutes passed by voice vote.

New members to the committee introduced themselves: Shayne Jaynes, faculty in the Sociology, Social Work and Criminal Justice Department is sitting in for Chris Podeschi who has a class conflict in the Fall, Jack King, faculty in the Audiology Department and Conrad Quintyn, Chairperson and faculty in the Anthropology Department.

3. Course Proposals

A. Student Life

i. CGA President CLE

Gretchen Osterman moved to recommend the CGA President CLE to the BUCC for 1 GEP toward Goal 1 Communication and 1 GEP toward Goal 10 Citizenship; seconded by Chris Donahue.

Jeff Long presented the proposal. The CGA President is elected by the student body for a one-year term. The responsibilities include overseeing a foundation, a budget, the Kehr Union Building and the Student Recreation Center, and Honeysuckle student apartments. The President makes presentations to the Town of Bloomsburg, meets regularly with the University President and addresses concerns of the student body.

Sheila Dove-Jones moved to check the Undergraduate box under Box 2: Level of Action on the Omnibus Form; seconded by Mindi Miller.

Motion to check the Undergraduate box on the Omnibus Form passed unanimously by voice vote.

Molly Marnella questioned the choice of the course number. Trish Beyer explained the number 301 was chosen as an equivalent to an upper level course. The prefix attached to CLEs is currently being discussed with the Registrar.

Members requested additional revisions to Q1, Q2, Q3, update the effective semester, begin the catalog description with a verb, revise the SLOs, add a justification paragraph in #11, justify the Communication GEP in #10, and attach the Citizenship Rubric.

Chris Donahue moved to Table the proposal; seconded by Mark Law.

Motion to Table the proposal passed by voice vote.

Council members thanked Dr. Long for bringing forward the first CLE.

B. Chemistry

i. CHEM 105 Intro to Forensic Science

Kevin Williams moved to recommend CHEM 105 Introduction to Forensic Science to the BUCC for 3 GEPs toward Goal 5 Natural Sciences; seconded by Chris Donahue.

Toni Trumbo-Bell presented the proposal stating this is a general course not required by any major.

Members requested removing the words “be able to” in #11, match section titles to align with PRP 3233, add the sentence to #14 “data to be reported to the Office of Planning and Assessment as requested”, and to include the target performance level in #14.

Motion to recommend CHEM 105 with revisions to the BUCC for 3 GEPs toward Goal 3 Natural Sciences passed by voice vote.

ii. CHEM 281 Introduction to Chemical Literature

Mindi Miller moved to recommend CHEM 281 to the BUCC for 1 GEP toward Goal 2 Information Literacy; seconded by Sheila Dove-Jones.

Toni Trumbo-Bell presented the proposal.

Members requested striking the words “be able to” in #11, match section titles to align with PRP 3233, add the sentence to #14 “data to be reported to the Office of Planning and Assessment as requested”, and to include the target performance level in #14.

Motion to recommend CHEM 281 with revisions to the BUCC for 1 GEP toward Goal 2 Information Literacy passed by voice vote.

4. Program-to-Program Transfer

Trish Beyer presented a Power Point showing the BOG policy on Transfer Articulation Agreement. Students who fall under the Transfer Articulation Agreement will transfer 30 general education credits to BU. The BOG policy allows us to require up to an additional 10 general education points that may be specific to a degree from Bloomsburg University.

Members discussed the goals considered unique to Bloomsburg University.

Chris Donahue moved students entering BU via the Articulation Agreement are required to satisfy the Citizenship Goal, Information Literacy Goal, Cultures and Diversity, and the remaining GEPs left to their choice; seconded by Mindi Miller.

Members discussed the Community College course framework focusing on the areas not represented in our general education goals.

Chris Donahue amended his motion to add Healthy Living to the list of the additional 10 GEPs, approved by Mindi Miller.

Motion to recommend a requirement of an additional 10 GEPs from the following Goals: Goal 10 Citizenship, Goal 2 Information Literacy, Goal 4 Cultures and Diversity and Goal 9 Healthy Living

and any remaining GEPs to be satisfied by the Goal of the student's choice to the BUCC passed unanimously by voice vote.

5. Second Language GEPs for non-English speaking students

Trish Beyer indicated there are a number of freshmen who are not first language English speakers. International students take a TOEFL exam; American Citizens who speak a language other than English as their first language, and who also speak English, are not currently tested for competency and therefore, have no way to satisfy Goal 8.

Members discussed how to handle these situations. Chris Donahue suggested ENGLISH 101 be submitted for approval of Goal 8 for students whose first language is not English. We need some type of mechanism in place for students to demonstrate this competency that does not necessarily need to be a course or a test. Gretchen Osterman suggested a CLE to satisfy those individuals. Kevin Williams suggested a series of written documents in a foreign language for which we would have an English version and request the student to interpret it in writing. Trish Beyer suggested the GEC recommend a couple of options for the BUCCs consideration. Ralph Feather asked for volunteers to sit on a subcommittee to draft options for BUCCs consideration. Jack King, Conrad Quintyn, and Ralph Feather volunteered. They will draft some options and report back to the GEC. Sheila Dove-Jones suggested someone in the Language Department be contacted for input.

6. GEC Guidelines

Ralph Feather stated the Guidelines have not been distributed yet. We will revisit them one more time after the BUCC votes on the proposed changes to PRP 3612.

7. Chair Remarks

Ralph Feather received an email from the CGA with two concerns:

1. Computer Science classes should count as a Group C General Education requirement and the equivalent in the new general education requirements. Members responded this item needs to be addressed in that department.
2. Students completing the requirements of two majors feel that if the requirements of general education in both degrees can be completed in 120 credits they don't feel students should be required to complete an additional 30 credits to receive a second degree. Members responded this is a BOG policy.

Ralph Feather will reply to the CGA President.

Ralph indicated the BUCC is concerned with the writing of Goal 9 adding "and/or".

8. Open Forum

Ralph Feather learned from a recent webinar the phrase "students will be able to" should be written as "students will". Members discussed both sides. No motion was made to change this.

Chris Donahue asked if there is anything in place for students to track GEPs. Members replied that information is available to them in ISIS.

Mindi Miller thanked Trish for her freshmen presentations. Students who have attended are well informed making advisement smoother.

Sheila Dove-Jones reported the decision for reporting data for the Winter and Summer sessions be submitted on the same day as grades by 5PM. If someone cannot meet that deadline, please inform the Office of Planning and Assessment. This schedule was recommended by the Office of Human

Resources based on HR policies, CBA policies, and the term of faculty contracts. The Fall and Spring semester data will have a Friday after grades are due deadline.

Kevin Williams requested the student's placement exams be available in ISIS. Trish Beyer replied that is being resolved.

The meeting adjourned at 4:11 PM by motion of Sharon Solloway and seconded by Gretchen Osterman.

Minutes – General Education Council, November 4, 2013

Ralph Feather called the meeting to order at 2:00 PM on Monday, November 4, 2013, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Chris Donahue, Kevin Williams, Molly Marnella, Mindi Miller, Sharon Solloway, Jonathan Lincoln, Sheila Dove-Jones, Shane Jaynes for Chris Podeschi, Gretchen Osterman, Linda Neyer, William Lenz, Mark Usry, and Conrad Quintyn.

1. Approval of the Agenda of November 4, 2013

Conrad Quintyn moved to approve the Agenda; seconded by Mark Usry. Ralph Feather requested moving item #4, Language Placement Test ISIS Documentation, to item #3 due to the speaker's schedule.

Motion to approve the Agenda as modified passed by voice vote with two abstentions.

2. Approval of Minutes of October 21, 2013

Linda Neyer moved to approve the Minutes; seconded by Shane Jaynes. Revisions were made.

Motion to approve the minutes as amended passed by voice vote.

3. Language Placement Test ISIS Documentation

Molly Marnella displayed an ISIS record to show how the placement test is recorded. If the student passed the placement exam and satisfied Goal 8 requirement, it will be displayed as Courses: 1 required, 1 taken, 0 needed. The test taken will be displayed as the name of the language and 99; for example, Spanish 99. If a student takes the placement test but does not reach the level to satisfy Goal 8, nothing is recorded on ISIS. The Office of Planning and Assessment will manually enter the data stating the student took the placement test and will need to take a language course or courses; for example course 101 or 102. Dr. Blake has requested the Language Department develop three additional language placement tests in the areas of Russian, Italian and Arabic.

4. Course Proposals

A. Mathematics, Computer Science & Statistics

i. COMPSCI 320 Computer Ethics, Social Impact, and Security

Sheila Dove Jones moved to recommend COMPSCI 320 to the BUCC for 1 GEP toward Goal 2 Information Literacy; seconded by Mindi Miller.

Curt Jones presented the proposal.

Members requested revisions to Q2 justifying the GEP, add "Document R" to the top of the Master Course Syllabus, tie the request for Information Literacy in the course content, modify the SLOs to justify Goal 2, suggested SLO #1 be rewritten and add another SLO. Ethical Reasoning may not be the best Rubric. Members suggested looking at another goal that may better fit. C. Jones indicated Goal 2 falls in line with what ABET is requesting of the course.

Motion to recommend COMPSCI 320 to the BUCC for 1 GEP toward Goal 2 Information Literacy with the revisions, failed by show of hands 4 approve, 6 opposed.

B. English

i. ENGLISH 111 Language and Social Interaction

Linda Neyer moved to recommend ENGLISH 111 to the BUCC for 3 GEPs toward Goal 4 Cultures and Diversity; seconded by Sharon Solloway.

Angelo Costanzo presented the proposal.

Members requested revising the effective semester date, correct the Goal number to read Goal 4 Cultures and Diversity, remove paragraphs 2 and 3 in Q2, add the words "Master Course Syllabus" to the first page of Document R, suggested expanding the content for BUCC, remove ~~Demonstrate the ability to~~ and begin with the word "Analyze" in SLO #4, and reorder the rubrics to reflect the SLO table.

Motion to recommend ENGLISH 111 to the BUCC for 3 GEPs toward Goal 4 Cultures and Diversity with the revisions passed by voice vote.

5. Chair Remarks

Ralph Feather stated the Guidelines will be distributed after the BUCC votes on the proposed PRP 3612. The GEC will not require course proposers to include target performance levels until the Guidelines are distributed. It was the consensus of the committee to include the target performance levels in the table of #11 as moved and approved at the last meeting. This is a suggestion and not a part of the policy so it does not need "BUCCs approval."

Kevin Williams moved that the GEC recommend the BUCC revise the policy to include target performance levels; seconded by Mark Usry.

Members discussed whether or not to require target performance levels rather than recommend.

Sheila Dove-Jones conveyed to the committee the need to educate faculty on the meaning of benchmarks. If students do not reach a benchmark it is not indicative of an evaluation on their teaching performance. Linda Neyer stated she was against requesting target performance levels be included in the proposals at this time. If departments discover they need to change the levels, the proposal will need to go through all the committees/approval process.

Kevin Williams withdrew his motion to recommend the BUCC revise the policy to include target performance levels; in agreement with Mark Usry.

Ralph Feather informed the Committee two Luzerne County Community College students contacted him for advisement in anticipation of transferring to Bloomsburg University.

Conrad Quintyn reported on the meeting of the language placement test subcommittee which met Friday, November 1st. The committee consists of Conrad Quintyn, Jack King, and Ralph Feather. The subcommittee was formed to explore options to accommodate students who speak a language of which we do not offer a language placement exam. Items discussed:

1. Language Testing initiated by the faculty within the Languages and Cultures Department with release time to prepare the test.
2. Chris Donahue's draft proposal incorporating written and oral presentations, and sharing knowledge of language and culture, etc.;
3. Engaging faculty of other nationalities to create a test;
4. How the ESL program might work;
5. Generating a sample test;

6. Contacted Dr. Jing Luo who recommended intermediate level TOEFL scores for second language GEP. Dr. Amarillis Hidalgo-DeJesús suggested enrolling students into a Language and Cultures 200 course. Dr. Hidalgo-DeJesús will join the committee at their next meeting on November 15th.

6. Open Forum

Mindi Miller advised the Committee she will attend the next BUCC meeting to advocate for “or” to be inserted in Goal 9 Healthy Living. She asked members to join her in support if they feel strongly about this wording.

The meeting adjourned at 3:57 PM

Minutes – General Education Council, November 18, 2013

Ralph Feather called the meeting to order at 2:00 PM on Monday, November 18, 2013, in Room 345A, Multipurpose A, of the Kehr Union Building.

Members Present: Ralph Feather, Chris Donahue, Kevin Williams, Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Sheila Dove-Jones, Shane Jaynes for Chris Podeschi, Gretchen Osterman, Linda Neyer, William Lenz, Mark Usry, Mark Law, John King and Conrad Quintyn.

Guests: Amarilis Hidalgo-DeJesús, Department of Languages and Cultures; Kailyn Stewart, Department of Audiology and Speech Pathology.

1. Approval of the Agenda of November 18, 2013

A motion was made to approve the Agenda; seconded by Mark Usry.

Motion to approve the Agenda passed by voice vote.

2. Approval of Minutes of November 4, 2013

Linda Neyer moved to approve the Minutes; seconded by Mindi Miller. Revisions were made.

Motion to approve the minutes as amended passed by voice vote.

3. Course Proposals

None at this time

4. Chair Remarks

GEPs awarded for second language sub-committee report

Conrad Quintyn distributed a handout prepared by the sub-committee outlining suggestions by which students who speak a second language can satisfy Goal 8. The proposal suggests procedures for two groups of students; Heritage speakers and International students. Members discussed the proposals in depth.

Chris Donahue moved and Ralph Feather offered the friendly amendment that the Department of Audiology and Speech Pathology work toward a proposal creating a second language English test for

non-native speakers of English as a means of broadening the second language goal to include all University students.

Motion to request the Department of Audiology and Speech Pathology work toward a proposal creating a second language English test for non-native speakers of English as a means of broadening the second language goal to include all University students passed by hand vote; 8 in favor; 5 opposed.

A motion was made by Sheila Dove-Jones and seconded that the Languages and Cultures Department prepare language placement tests in the areas of Arabic, Italian, and Russian, and have them prepared for the beginning of Fall 2014.

Chris Donahue offered a friendly amendment requesting a Latin test be added to the list of new tests, Molly Marnella mentioned requesting Chinese and Japanese. It was discussed a Chinese course(s) is currently offered. It was the consensus of the committee to include Chinese in the motion.

Motion that the Languages and Cultures Department prepare language placements tests in the areas of Arabic, Italian, Russian, Latin, and Chinese and have them prepared for the beginning of Fall 2014 passed by voice vote.

Ralph Feather commended the sub-committee and all involved for their efforts on this issue.

Guidelines revision to include target performance levels in proposals

Members discussed including the performance target level in the SLO Table next to each Rubric Element. Chris Donahue raised the concern of not having a common understanding of the rubrics and what the target means. Targets need established to be an improvement to the data.

A motion was made by Chris Donahue and seconded that the GEC undertake, with the assistance of the Office of Planning and Assessment, identifying groups of faculty from across campus that are willing to validate targets across varied goals.

Motion that the GEC undertake, with the assistance of the Office of Planning and Assessment, identifying groups of faculty from across campus that are willing to validate targets across varied goals passed with one abstention.

Ralph stated he will remove the targets performance level from the Guidelines and distribute “as is” until a decision has been made.

GEPs for students with certified identifiable disabilities

Ralph Feather read correspondence from Dr. Wislock regarding the recommendation of the subcommittee. Dr. Wislock provided PASSHE legal with the recommendation. Legal is requesting more details. Ralph will continue dialogue with Dr. Wislock on the matter and will report back to the committee as updates become available.

5. Open Forum

Sheila Dove-Jones distributed a *Summary –departmental discussion of Fall 2012 Gen Ed data* and asked the committee for input.

Members discussed the displeasure of the faculty outlined in a letter sent to all faculty via Dr. Hudon of the APSCUF Union regarding assessment. A suggestion was made to invite Drs. Kokoska and Hudon, union representatives, to the next GEC meeting or to ask to attend a union meeting. Due to time constraints, this discussion will continue at the next GEC meeting.

The meeting adjourned at 4:00 PM

Minutes – General Education Council, December 2, 2013

Ralph Feather called the meeting to order at 2:00 PM on Monday, December 2, 2013, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Kevin Williams, Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Sheila Dove-Jones, Gretchen Osterman, Linda Neyer, Mark Law, and Jonathan Lincoln.

Guest: Bruce Candlish, BUCC Chair

1. Approval of the Agenda of December 2, 2013

Ralph Feather announced due to the tight schedules for today's presenter's we will be working on a rolling agenda that will be modified as people arrive.

Molly Marnella moved to approve the agenda as described; seconded by Mark Law.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of November 18, 2013

Kevin Williams moved to approve the Minutes; seconded by Molly Marnella.

Due to lack of a quorum, these minutes will be included on the February 3rd meeting agenda.

Items from this point forward can be voted upon as a quorum has been reached during the Program to Program Articulation discussion.

3. Program-to-Program Concerns

Ralph Feather distributed concerns raised by Dean Mauch with the Program to Program Articulation Agreement for general education points.

Jonathan Lincoln displayed the Legislation Program to Program Articulation Agreement. To view all details and agreements, visit patrac.org / Administrators / TAOC Policies.

Members discussed the interpretation of the term "foundational courses" as used in the P2P Agreements. Jonathan Lincoln indicated the intent at the meetings when forming these agreements was to refer to general education courses as foundational courses.

Kevin Williams moved to Table the Program-to-Program conversation to move to the next agenda item; seconded by Mark Law.

Motion to Table the Program-to-Program Articulation Agreement discussion passed by voice vote.

Discussion continued on the previous recommendation of the GEC to the BUCC on requiring an additional 10 General Education credits above what was taken under the Articulation Agreement and the distribution of those 10 credits. Members requested clarification on the motion passed previously regarding the distribution of the additional ten credits. It was the consensus of members present at today's meeting that substitutions in the area of goals can be made if the student enters BU already having satisfied the required Goal(s). Ralph will articulate this at the BUCC meeting on Wednesday.

4. Course Proposal

A. Accounting

i. ACCT 320 International Accounting

Kevin Williams moved to recommend ACCT 320 for 3 GEPs toward Goal 4 Cultures and Diversity; seconded by Gretchen Osterman.

Mark Law presented the proposal.

Members recommended beginning the catalog description with a verb, begin SLO #5 with the word Implement..., move the performance targets to the table in #11 as a fourth column, formatting the Rubrics, and repeating the targets on the Rubrics.

Motion to recommend ACCT 320 International Accounting with the revisions for 3 GEPs toward Goal 4 Cultures and Diversity to the BUCC passed by voice vote.

5. Assessment

Topics for discussion:

The best way to encourage departments to discuss their assessment data findings

A summary/survey was distributed to departments for completion after reviewing their data.

Departments need training and guidance on what to look for in their data. It was the consensus of the GEC that a representative will request to attend a departmental meeting to educate faculty.

GEC must review data

The Provost has approved a one day retreat with compensation to review the data already collected. Members requested definition or framework on what the GEC hopes to achieve with the data results before a retreat to review data.

Brief Summary of data reviewed by Trish Beyer and Office of Planning and Assessment in Summer of 2013

Focused on which rubric elements were used to address which goals to see whether or not the essence of that goal was captured.

The majority of classes carrying GEPs for Analytical and Quantitative Skills are using elements from the Quantitative Literacy Rubric.

The majority of classes carrying GEPs for Cultures and Diversity address Cultures but not much Diversity.

Review the Gen Ed Program to assure it is structured to move students toward satisfying the Goals.

Availability request will be sent to GEC members, Ted Roggenbuck, and additional invitees to be determined for the 15th, 16th or 17th of January 2014 for a one-day retreat to review data.

6. Chair Remarks

Ralph Feather thanked everyone and wished everyone Happy Holidays.

7. Open Forum

Trish Beyer announced she will be meeting with Council of Trustee Chairman Bob Dampman on his request to learn more on our General Education Program.

Trish Beyer will hold a two-part workshop for Student Affairs on an overview of the General Education Program and on preparing a proposal. Trish will distribute the power point presentation to GEC members for any feedback.

The meeting adjourned at 3:50 PM

Minutes – General Education Council, February 3, 2014

Ralph Feather called the meeting to order at 2:00 PM on Monday, February 3, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Frank D'Angelo for Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Sheila Dove-Jones, Gretchen Osterman, Kevin Williams, Linda Neyer, Chris Podeschi, Jack King, and Chris Donahue.

Guests: Tom Kresch, Jeff Long, and Dione Somerville, Student Life Division.

1. Approval of the Agenda of February 3, 2014

A motion was made and seconded to approve the agenda.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of November 18, 2013 and December 2, 2013

A motion was made and seconded to approve the minutes of November 18th, 2013 and December 2, 2013.

Motion to approve the minutes for November 18th and December 2nd passed by voice vote.

3. Course Proposals

A. Exceptionality Program

i. DEAFHH 099 SLED (Co-Curricular proposal)

Gretchen Osterman moved to recommend DEAFHH 099 to the BUCC for 1 GEP toward Goal 10 Citizenship; seconded by Sharon Solloway.

Deb Stryker presented the proposal. SLED is an acronym for Students Linked to the Education of the Deaf. This is a long standing student group open to and required of majors of the Education of the Deaf/HH/Dual ECE and Ed of the Deaf/HH concentration.

Members requested defining what 30 volunteer hours involve in the course content; clear statement in #14 what constitutes a pass or fail; move the Milestone 2 language from #14, Evaluation of Individual Student Performance to #15 Course Assessment; and to fix the numbering in the master course syllabus.

Motion to recommend DEAFHH 099 to the BUCC for 1 GEP toward Goal 10 Citizenship with the revisions passed by voice vote.

B. Student Life

i. CLE 301 CGA President (Co-Curricular proposal Tabled 10/21/13)

Linda Neyer moved to recommend CLE 301 CGA President to the BUCC for 1 GEP toward Goal 1 Communication and 1 GEP toward Goal 10 Citizenship; seconded by Gretchen Osterman.

Jeff Long presented the proposal.

Members requested Item 6 be checked on the Omnibus form, Q1 indicate which GEPs are requested, Q3 explain why no additional resources needed, add Document R – Master Course Syllabus, remove the GEP reference in the catalog description, number the Content and Methods section on the master course syllabus (#9 and #10), strike ~~be able to~~ in #11, add criteria clarification for pass/fail in numbers 12 and 13.

Motion to recommend CLE 301 CGA President to the BUCC for 1 GEP toward Goal 1 Communication and 1 GEP toward Goal 10 Citizenship with the revisions passed by voice vote.

4. Chair Remarks

- * P2P Articulation Agreement remains tabled awaiting BUCC's approval. The BUCC chair presented the recommendation to the Provost who is assembling a working group to review and make a recommendation.
- * GEC Guidelines passed BUCC. Waiting for Provost's approval.

- * Ralph shared his department's experience discussing assessment data and performance level evaluation.
- * Ralph will contact the Department of Audiology and Speech Pathology and the Department of Languages and Cultures to develop a second language English test for non-native speakers of English.

5. Retreat Action Items

A. General Education Systematic Assessment Plan approval

Linda Neyer moved to approve the Systematic Assessment Plan as written; seconded by Gretchen Osterman.

Trish Beyer indicated this is an outline of an assessment plan; not policy. The importance is to receive GEC approval on Phase 1 to be added to the Middle States document and to begin requesting resources.

Mindi Miller offered an amendment to the original motion to accept the General Education Systematic Assessment Plan with the opportunity for the GEC to comment and approve additional changes as they occur; seconded by Gretchen Osterman. Linda Neyer accepted the amendment.

Trish will include in the document an explanation to the cycle of assessment for five years and inform departments with courses with multiple goals to do it for the goal that is doing data collection that year and recommend departments continue assessment on the first two offerings after it is approved so that the department can make modifications if needed. The cycle for review was included in the approved GEC Operating Procedures. This Systematic Assessment Plan is the process by which the cycle of review occurs.

Trish will modify the draft and distribute to GEC members.

The motion to approve the Systematic Assessment Plan as modified passed by voice vote.

B. Department Discussion Summary Form

Sheila Dove-Jones moved to recommend the Department Discussion of Comprehensive General Education Data-Summary Form; seconded by Linda Neyer.

Members recommended revisions to the document presented.

The motion to approve the Department Discussion of Comprehensive General Education Data-Summary Form as revised passed by voice vote.

Due to time constraints, the remaining agenda items will be moved to the next GEC meeting.

6. Open Forum

Chris Donahue requested clarity on pass/fail criteria. Criteria needs to be included in the proposal identifying what needs to be met to pass the experience. Assessment cannot be used to determine if a student passes or fails. CLEs need to be treated similar to courses since they appear on a student's transcript.

The meeting adjourned at 4:00 PM.

Minutes – General Education Council, February 17, 2014

Ralph Feather called the meeting to order at 2:00 PM on Monday, February 17, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Sheila Dove-Jones, Gretchen Osterman, Kevin Williams, Linda Neyer, Victoria Geyfman, Mark Law, and Chris Donahue.

1. Approval of the Agenda of February 17, 2014

Sharon Solloway moved to approve the agenda; seconded by Linda Neyer.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of February 3, 2014

Linda Neyer moved to approve the minutes of February 3, 2014; seconded by Mindi Miller.

Motion to approve the minutes of February 3, 2014 passed by voice vote.

3. Recording GEPs and CLEs on student's permanent record discussion – Joseph Kissell

Joseph Kissell, Deb Pavlick and Linda Hock were present from the Registrar's Office to discuss this topic.

Joseph described the process of identifying GEPs and a student's progress toward meeting the GEP requirement. GEP progress will be displayed in ISIS in the degree audit. They will not print on a student's transcript. The exception to this is the language placement test. The Registrar's office created an artificial course that will show up on the transcript. If a student tests out of, for example, Spanish, Spanish 099 will print on their transcript as passing a course and the GEPs satisfied for goal 8 will be viewable in the degree audit. Co-curricular Learning Experiences will be displayed on a transcript as a course and the GEPs attached to the CLE will be displayed in the degree audit. Student's participating in CLEs that span over more than one semester will be enrolled when the requirements have been satisfied. Supervisors are to maintain the progress and contact the Registrar's Office when the students have met the requirements to place the experience on their permanent record.

Ralph Feather thanked the Registrar's Office for their exceptional work.

Trish informed the committee of the existence of a spreadsheet created by Bruce Candlish to track general education points.

4. Chair Remarks

- * Provost removed the last CLE the GEC recommended to the BUCC, DEAFHH 099, from the BUCC agenda.
- * The CGA President CLE was recommended to the BUCC last meeting with revisions. Ralph has requested a meeting with Jeff Long and Sheila Dove-Jones to develop the SLOs. The proposal will come back to the committee for another vote of approval rather than the GEC Chair signing based on last meeting's recommendation. A motion was made and seconded to this process.
- * Ralph received an email from Clifton Franklin, Coordinator of General Education of Ferris State University in Michigan inquiring about our general education program. Trish Beyer will reply.
- * Ralph and Sheila Jones will meet with the Languages and Cultures office Thursday, February 20th regarding the request for additional placements tests in Arabic, Italian, Latin and Chinese.
- * Ralph contacted Audiology and Speech Pathology regarding creating a second language English test for non-native speakers of English. The Chair of Audiology and Speech Pathology will confer with his department faculty and contact Ralph with the particulars of that discussion.
- * Drs. Bill Calhoun and Sheila Dove-Jones will be presenting a short overview of the Assessment Handbook at the next GEC meeting on March 3rd.

- * The Departmental Summary for GE data reflection has been sent to the Deans, Assistant Deans and Provost. Ralph did not hear any feedback from those individuals. The Summary was sent to all faculty today, February 17th.

5. Retreat Action Items

A. Faculty/Department Roles and Resources to complete Assessment Process

Sheila Dove-Jones explained this will roll out the 5-year phase cycle. Trish will prepare a draft and present to the GEC. The Union is concerned the GEC is requesting data without a policy on the collection process. Dr. Jones requested committee members to inform their colleagues the last two years were a pilot to ascertain if/how the collection of data was working. Ralph described this policy is included in the GEC Operating Procedures which has been approved by the BUCC and the Provost. Several open forum meetings were offered during the creation of the Operating Procedures as well as presented at the Forum.

B. Update on Foreign Language Placement Exam

- i. Informational Item to think about for future discussion: Non-English Native Speakers
This item was covered under Chair Remarks.

6. CLE Guidelines – First Reading

Linda Neyer moved to remove (*This section may overlap with 13. Evaluation of Individual Student Performance.*) in #12 and #13; seconded by Mindi Miller.

Motion to strike the sentence passed by voice vote.

A motion was made and passed to revise Evaluation of Individual Student Performance.

A motion was made and passed to revise the Course Assessment.

7. Open Forum

Trish Beyer, Sheila Dove Jones and Ted Roggenbuck will present a poster on the General Education Program at an AAC&U conference in Portland next week.

The meeting adjourned at 3:20 PM.

Minutes – General Education Council, March 3, 2014

Ralph Feather called the meeting to order at 2:00 PM on Monday, March 3, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Members Present: Ralph Feather, Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Sheila Dove-Jones, Gretchen Osterman, Kevin Williams, Linda Neyer, Victoria Geyfman, Christopher Podeschi, Jack King, and Chris Donahue.

1. Approval of the Agenda of March 3, 2014

Linda Neyer moved to approve the agenda; seconded by Mindi Miller.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of February 17, 2014

Gretchen Osterman moved to approve the minutes; seconded by Sharon Solloway.

Motion to approve the minutes passed by voice vote.

3. Assessment Working Group Handbook

The Assessment Working Group was created to review all BOG policies, PRR policies and Middle States accreditation requirements and standards. The first two years were piloting to collect data on every course, now we will be on a five-year cycle. Assessment data is collected for programs to use to improve their program.

Drs. Bill Calhoun and Sheila Dove-Jones presented a PowerPoint summarizing the group's recommendations to guide departments on assessment. A Handbook was created to assist departments with the assessment process.

4. Chair Remarks

- * Ralph Feather and Sheila Dove-Jones met with the Department of Languages and Cultures and additional placement tests will be written in Arabic, Italian, Latin and Chinese.
- * Jack King reported Kim Cardimona has prepared a rough draft to generate a course for non-english speaking students to receive the two GEPs in second language through the Audiology and Speech Pathology Department. There is a test currently used to place patients into the ESL curriculum that can be used as a placement exam. Appropriate level of proficiency is being discussed. No fee will be charged to take the placement test.
- * Ralph provided an update on the CLE proposals recently reviewed by the GEC. DEAFHH 099 SLED was pulled from the BUCC agenda for revising. It has not been on the BUCC agenda yet. CGA President proposal will be revised by Jeff Long soon. All revisions were made per the GEC recommendations with the exception of the P/F criteria. Ralph spoke with Dr. Long who will make that revision. Once done, Ralph will sign and move the proposal on to the BUCC.

5. Guidelines for General Education Proposals

Ralph indicated distribution of the Guidelines has been on hold due to the pending changes recommended by the GEC and BUCC to the Provost of the GEP goals in PRP 3612.

Linda Neyer moved to remove the Goal Table from the Guidelines and update the membership list; seconded by Sharon Solloway. Members discussed the effects of removing the Table from the Guidelines. Removal of the Table would remove any reference to the short name of each goal. Due to the above, Linda Neyer withdrew her motion agreed upon by Sharon Solloway.

Chris Donahue moved to return the Goal Table to match the current PRP in effect and update as the policy is revised; seconded by Linda Neyer.

Motion to restore the Goal Table on the Guidelines to match PRP 3612 as it is as of this date passed by voice vote.

6. CLE Guidelines – first reading

Members discussed and revised the CLE Guidelines. Suggestions made but not concluded upon at this meeting; beginning each item with a definition; how often to collect the data; mention assessment is more than for general education but also for five-year program review. A clean copy of the revised Guidelines will be on the next Agenda for a second reading.

7. Open Forum

Sheila Dove-Jones informed the council PASSHE changed the Value Added Student Achievement Performance Indicator. This performance indicator involves the ETS Proficiency Profile. COE and COB have had almost all of their seniors take it. We need 200 students from COLA and COST to take

the Profile. Students can take the ETS in the office of Planning and Assessment during the day, evening and weekend. This is critical to meeting our Performance Indicator.

The meeting adjourned at 4:00PM.

Minutes – General Education Council, March 24, 2014

Ralph Feather called the meeting to order at 2:00 PM on Monday, March 24, 2014, in Room 345A (Multipurpose A) of the Kehr Union Building.

Members Present: Ralph Feather, Molly Marnella, Mindi Miller, Sharon Solloway, Patricia Beyer, Gretchen Osterman, Kevin Williams, Linda Neyer, Victoria Geyfman, Christopher Podeschi, Mark Law, and Chris Donahue.

1. Approval of the Agenda of March 24, 2014

Kevin Williams moved to approve the agenda; seconded by Sharon Solloway.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of March 3, 2014

Sharon Solloway moved to approve the minutes; seconded by Mindi Miller.

Motion to approve the minutes passed by voice vote.

3. Course Proposals

A. Communications Studies/Honors

i. HONORS 103 Public Speaking

Kevin Williams moved to recommend HONORS 103 Public Speaking to the BUCC for 3 GEPS toward Goal 1 Communication; seconded by Mark :aw.

Janet Bodenman presented the proposal.

Members requested the formatted Rubrics be attached to the proposal, and to reword #14 to read, The department as well as individual faculty will review the results regularly as required by the Office of Planning and Assessment requested by the General Education Council....

Motion to recommend HONORS 103 Public Speaking with the requested revisions to the BUCC passed by voice vote.

B. Music, Theatre and Dance

i. MUSIC 105 Music Literature

Sharon Solloway moved to recommend MUSIC 105 Music Literature to the BUCC for 3 GEPS toward Goal 7 Arts and Humanities; seconded by Linda Neyer.

Steve Clickard presented the proposal. The department is requesting an increase in credits from 1 credit to 3 credits. The course will meet three times a week under the revised content and description.

Members requested Document R Master Course Syllabus be inserted, expand the content outline specifying the growth to three credits; remove target percentage in second paragraph of #14, add sentence to #14 that the data will be reported to the Office of Planning and Assessment, format the rubrics, remove the rubrics from the body of the proposal and attach the formatted rubrics to the proposal.

Motion to recommend MUSIC 105 Music Literature with the requested revisions to the BUCC passed by voice vote.

ii. MUSIC 229 Music Education Computing and Technology

Kevin Williams moved to recommend MUSIC 229 Music Education Computing and Technology to the BUCC for 2 GEPS toward Goal 2 Information Literacy; seconded by Sharon Solloway.

Steve Clickard presented the proposal.

Members suggested a discussion with the Office of Planning and Assessment to review the large number of objectives and perhaps condensed, reword SLOs, remove the rubrics from the body of the proposal and attach the formatted rubrics to the proposal, replace the word assessed with evaluated in #13.

Linda Neyer moved to Table the proposal due to the requested revisions; seconded by Chris Podeschi.

Motion to Table MUSIC 229 Music Education Computing and Technology passed by voice vote.

Due to time constraints to allow members the opportunity to meet with Middle States liaison, Dr. Andrea Lex, the remainder of the Agenda will be moved to the next meeting agenda.

The meeting adjourned at 3:00PM.

Minutes – General Education Council, April 7, 2014

Ralph Feather called the meeting to order at 2:00 PM on Monday, April 7, 2014, in the Schweiker Room of the Andruss Library.

Members Present: Ralph Feather, Molly Marnella, Mindi Miller, Sharon Solloway, Kevin Williams, Darla Bressler for Linda Neyer, Victoria Geyfman, Christopher Podeschi, Mark Law, Chris Donahue, Jack King, Jonathan Lincoln, and Sheila Dove-Jones.

1. Approval of the Agenda of April 7, 2014

Chris Donahue moved to approve the agenda; seconded by Chris Podeschi.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of March 24, 2014

Kevin Williams moved to approve the minutes; seconded by Mindi Miller.

Motion to approve the minutes passed by voice vote.

3. Course Proposals

A. Exceptionality Programs

i. DEAFHH 099 SLED CLE – Revised

Kevin Williams moved to recommend DEAFHH 099 SLED to the BUCC for 1 GEP toward Goal 10 Citizenship; seconded by Mark Law.

Ralph Feather explained to the council this proposal was previously approved by the GEC, however, revisions were made to the SLOs after that approval which necessitated another review by the GEC.

Deb Stryker presented the revisions to the Council.

Ralph Feather moved to strike the word “knowledge” from SLO 1.

**The motion to strike the word “knowledge” from SLO 1 failed as a result of no seconder.
Motion to recommend DEAFHH 099 SLED to the BUCC for 1 GEP toward Goal 10 Citizenship
passed by voice vote with 2 oppositions.**

B. Music, Theatre and Dance

i. MUSIC 321 Music History 1

MUSIC 321 was tabled as a result of no departmental representation. The proposal will be moved to the April 21st agenda.

C. Art and Art History

i. ARTHSTRY 215 American Art History

ii. ARTHSTRY 236 Art from the Renaissance through Impressionism

iii. ARTHSTRY 324 History of Photography

iv. ARTHSTRY 350 Michelangelo

v. ARTHSTRY 354 Impressionism

vi. ARTHSTRY 356 20th Century Art

vii. ARTHSTRY 365 Italian Renaissance Art

viii. ARTHSTRY 366 Northern Renaissance Art

ix. ARTHSTRY 373 Romanesque and Gothic Art

x. ARTHSTRY 376 Special Topics in Art History

Sharon Solloway moved to recommend ARTHSTRY 215, 236, 324, 350, 354, 356, 365, 366, 373, and 376 to the BUCC each for 3 GEPs toward Goal 7 Arts and Humanities; seconded by Mark Law.

Jason Godeke presented the proposals.

Ralph Feather moved to strike “have the ability to” from #11; seconded by Mindi Miller.

Motion to strike the phrase “have the ability to” from #11 passed by voice vote.

Motion to recommend ARTHSTRY 215, 236, 324, 350, 354, 356, 365, 366, 373, and 376 to the BUCC each for 3 GEPs toward Goal 7 Arts and Humanities with the revision passed by voice vote.

xi. ARTHSTRY 225 History of Architecture

xii. ARTHSTRY 235 Ancient and Medieval Art

xiii. ARTHSTRY 345 Art History of the Near East

xiv. ARTHSTRY 346 Oriental Art 2

Sharon Solloway moved to recommend ARTHSTRY 225, 235, 345 and 346 to the BUCC each for 2 GEPs toward Goal 4 Cultures and Diversity and 1 GEP toward Goal 7 Arts and Humanities; seconded by Mindi Miller.

Jason Godeke presented the proposals.

Ralph Feather suggested reversing the GEP/Goal distribution to 2 GEPs toward Goal 7 and 1 GEP toward Goal 4 based on the course content.

Ralph Feather moved to change GEPs to 2 GEPs toward Goal 7 and 1 GEP toward Goal 4.

The motion failed as a result of no seconder.

Ralph Feather moved to expand #9 course content on all four proposals to justify Cultures and Diversity; seconded by Chris Donahue.

Motion to expand the course content on all four proposals to justify 2 GEPs in Goal 4 Cultures and Diversity passed by voice vote.

Discussion focused on whether or not to table the proposals or ask the GEC Chair to review on the Council’s behalf. The department is working on a time constraint to have

these proposals in place for their accreditation. Mindi Miller suggested distributing the revised proposals to council members for feedback to save time.

Sheila Dove-Jones moved to allow the GEC Chair to review and approve on behalf of the committee; seconded by Chris Donahue.

The GEC Chair indicated he's apprehension in doing that and wanted to bring all proposals back to the council for review.

Kevin Williams moved to recommend ARTHSTRY 225, 235, 345, and 346 to the BUCC each for 2 GEPs toward Goal 4 Cultures and Diversity and 1 GEP toward Goal 7 Arts and Humanities with the revisions and said revisions to be reviewed by the Chair and council members via email; seconded by Chris Podeschi.

Motion to recommend ARTHSTRY 225, 235, 345, and 346 to the BUCC each for 2 GEPs toward Goal 4 Cultures and Diversity and 1 GEP toward Goal 7 Arts and Humanities with the revisions and said revisions to be reviewed by the Chair and Council members via email passed by voice vote.

xv. ARTHSTRY 451 The Museum Exhibition

Sharon Solloway moved to recommend ARTHSTRY 451 to the BUCC for 2 GEPs toward Goal 10 Citizenship; seconded by Mindi Miller.

Jason Godeke presented the proposal.

Members requested expanding SLOs and the course content to reflect the GEPs.

Motion to recommend ARTHSTRY 451 to the BUCC for 2 GEPs toward Goal 10 Citizenship failed by voice vote.

xvi. ARTHSTRY 460 Research and Writing in Art History

Sharon Solloway moved to recommend ARTHSTRY 460 to the BUCC for 1 GEP toward Goal 1 Communication and 1 GEP toward Goal 2 Information Literacy; seconded by Mindi Miller.

Jason Godeke presented the proposal.

Members requested striking "have the ability to" in #11.

Motion to recommend ARTHSTRY 460 to the BUCC for 1 GEP toward Goal 1 Communication and 1 GEP toward Goal 2 Information Literacy with the revision passed by voice vote.

xvii. ARTSTDIO 376 Special Topics in Art Studio

Chris Donahue moved to recommend ARTSTDIO 376 to the BUCC for 1 GEP toward Goal 1 Communication and 2 GEPs toward Goal 7 Arts and Humanities; seconded by Sharon Solloway.

Jason Godeke presented the proposal.

Members requested beginning the catalog description with a verb, show examples in SLO#3, and format the Rubrics.

Motion to recommend ARTSTDIO 376 to the BUCC for 1 GEP toward Goal 1 Communication and 2 GEPs toward Goal 7 Arts and Humanities with the revisions passed by voice vote.

4. Chair Remarks

- Ralph Feather expressed his concern in reviewing the art proposals needing revised to justify GEPs.

- The GEC must decide if assessment data should be collected on summer 2014 general education courses.
Kevin Williams moved the GEC not require data collection over the summer 2014; seconded by Mark Law.
Sheila Jones indicated some courses are only offered in the summer. We have one summer's worth of data and two semesters worth of data for each the Fall and Spring.
Motion not to require assessment data be collected on summer general education courses failed by show of hands; 1 in favor, 2 opposed and 3 abstentions.
Chris Donahue moved the Office of Planning and Assessment provide the General Education Council with the pros and cons of collecting said data to make a decision; seconded by Chris Podeschi.
Motioners withdrew their motion.
Chris Donahue moved the Office of Planning and Assessment provide the General Education Council with information regarding last summer's data collection to determine if data is needed this summer; seconded by Chris Podeschi.
Motion requesting the Office of Planning and Assessment provide the General Education Council with information regarding last summer's data collection passed by voice vote.
- Ralph Feather is scheduled to meet with the Audiology Department regarding the ESL before the next GEC meeting.

5. CLE Guidelines – Second Reading
Chris Donahue moved to postpone CLE reading until the next GEC meeting; seconded by Sheila Dove-Jones.
Motion to postpone reading the CLE Guidelines passed by voice vote.
6. Open Forum
Sheila Jones requested the committee be mindful to new members when hastily discussing proposals.

The meeting adjourned at 4:00 PM.

Minutes – General Education Council, May 5, 2014

Ralph Feather called the meeting to order at 2:00 PM on Monday, May 5, 2014, in the Schweiker Room of the Andruss Library.

Members Present: Ralph Feather, Molly Marnella, Mindi Miller, Sharon Solloway, Kevin Williams, Linda Neyer, Victoria Geyfman, Christopher Podeschi, Mark Law, Chris Donahue, Jack King, Gretchen Osterman, and Patricia Beyer.

1. Approval of the Agenda of May 5, 2014
Chris Donahue moved to approve the agenda; seconded by Linda Neyer.
Motion to approve the agenda passed by voice vote.
2. Approval of Minutes of April 21, 2014
Chris Donahue moved to approve the minutes; seconded by Mindi Miller.

Motion to approve the minutes passed by voice vote.

3. Course Proposals

A. Business Education and Information & Technology Management

i. BUSSED 350 Valuing Diversity in Business

Linda Neyer moved to recommend BUSSED 350 to the BUCC for 3 GEPs toward Goal 4 Cultures and Diversity; seconded by Mark Law.

Maggie O'Connor presented the proposal.

Members requested revising the short title, add "as requested by the GEC" in Q2 second sentence of first paragraph replace as required by the Office of Planning and Assessment with *as requested by the General Education Council*, split SLO #1 into two parts; 1-Report the worldview of members of another culture... 2. Distinguish how individuals may vary from one's own culture in the workplace, rewrite SLO #2 to read "Apply the Golden Rule in organization decision-making through intercultural perspectives, Rubrics need to match the language in the SLOs, correct Global Learning VALUE Rubric to remove #4 which should be listed under Civic Engagement, confirm the element used in SLO #2 (table lists Empathy VALUE Rubric lists verbal and nonverbal communication, Rubrics need to match SLOs, contact the Office of Planning and Assessment to format the Rubrics, #13 identify the Rubric and need, #14 revise second sentence in the first paragraph replacing "required by the Office of Planning and Assessment" with as requested by the GEC,.

Motion to recommend BUSSED 350 to the BUCC for 3 GEPs toward Goal 4 Cultures and Diversity with the revisions passed by voice vote.

B. Honors / Exceptionality Program

i. HONORS 131 Honors Intro to Individuals with Exceptionalities

Molly Marnella moved to recommend HONORS 131 to the BUCC for 2 GEPs toward Goal 4 Cultures and Diversity and 1 GEP toward Goal 10 Citizenship; seconded by Linda Neyer.

Walter Zilz presented the proposal.

Members requested revising the short title, update the Effective Semester date, signature missing under Q4, add "Master Course Syllabus" to Document R, reduce SLOs being assessed to #'s 1, 10, 16 and 18 listing all others as N/A, and reword the SLOs and expand the content to justify the request for a GEP in Citizenship.

Linda Neyer moved to Table the proposal; seconded by Chris Donahue.

Motion to Table passed by voice vote with one abstention.

C. Honors / Environmental, Geographical and Geological Sciences

i. HONORS 105 Honors Environmental Issues and Choices

Linda Neyer moved to recommend HONORS 105 for 1 GEP toward Goal 2 Information Literacy, 1 GEP toward Goal 5 Natural Sciences, and 1 GEP toward Goal 6 Social Sciences to the BUCC; seconded by Kevin Williams.

John Bodenman presented the proposal.

Members requested the effective semester be revised, complete the course abbreviation for a new course in Q1, add Document R to the Master Course Syllabus, begin the catalog description with a verb, expand the Element name in the SLO, strike ~~be able to~~ in #11, add a sentence in #14 indicating data will be sent to the Office of Planning and Assessment as requested by the GEC, strike ~~instructor~~ in #14 and replace with department.

Motion to recommend HONORS 105 to the BUCC for 1 GEP toward Goal 2 Information Literacy, 1 GEP toward Goal 5 Natural Sciences, and 1 GEP toward Goal 6 Social Sciences with the revisions passed by voice vote.

D. Business Education and Information & Technology Management

i. LAW 340 Law and Literature

Kevin Williams moved to recommend LAW 340 to the BUCC for 1 GEP toward Goal 7 Arts and Humanities and 2 GEPs toward Goal 10 Citizenship; seconded by Linda Neyer.

Laura Davis presented the proposal.

Members requested revising the effective semester date, beginning the catalog description with a verb, strike ~~be able to~~ in #11, include the title of the Rubric in the SLO table, and remove the last sentence in #12 beginning with ~~"Assessment data in an appropriate ..."~~.

Chris Donahue moved to reduce the GEPs for Goal 10 Citizenship from 2 to 1; seconded by Chris Podeschi.

Motion to reduce the GEPs toward Goal 10 from 2 to 1 failed by show of hands; 4 in favor, 6 opposed.

Motion to recommend LAW 340 to the BUCC for 1 GEP toward Goal 7 Arts and Humanities and 2 GEPs toward Goal 10 Citizenship with the revisions passed by show of hands; 6 in favor, 4 opposed.

4. Chair Remarks – Ralph Feather

* Thanked the committee for their work.

5. Chair Election 2014/2015

Ralph Feather opened the floor to nominations. Sharon Solloway nominated Molly Marnella; seconded by Gretchen Osterman. Ralph Feather nominated himself. No other nominations were made. Linda Neyer moved to close the nominations; seconded by Kevin Williams.

Newly elected members were inadvertently not invited to this meeting for the election. Chris Donahue moved to postpone elections until incoming members have been notified and able to participate in the election; seconded by Chris Podeschi.

Motion to postpone elections was a stalemate by show of hands; 5 in favor 5 opposed.

Linda Neyer moved to conduct the vote via email within the next week to include all members of the 2014-2015 Council; seconded by Mark Law. Kevin Williams added a friendly amendment to take a closed ballot at today's meeting of members serving on the 2014-2015 committee and appoint someone to contact each new member and give them the opportunity to vote anonymously by Friday, May 9th.

Motion and friendly amendment to conduct a closed paper ballot to close on Friday, May 9th passed by voice vote.

Trish Beyer volunteered to conduct a closed paper ballot to include all members of the 2014/2015 academic year council.

UPDATE: Trish Beyer announced the following via email to all members of the Council on May 9, 2014:

"The balloting is closed. Molly Marnella has been elected chair of the GEC for the 2014-2015 academic year, her term commencing at the start of classes in August. The vote was 7-3. Thank you for your participation. Thank you to Ralph Feather for his service as GEC chair during the 2013-2014 academic year."

6. CLE Guidelines – Second Reading continued

Guidelines were revised slightly.

Motion to approve the CLE Guidelines as revised passed by voice vote.

Council quorum was lost at this time of the agenda. No further official business could be conducted.

7. Summer Data Collection

8. General Education Assessment Plan

9. Summer GEC Retreat

Trish Beyer indicated there is discussion to hold a one-day retreat in the summer to discuss outstanding issues and assessment data. Trish will work with Jill to send out a survey to determine council member's availability.

10. Open Forum

Ralph Feather suggested the council should reconsider counting abstentions as no-votes and use the Roberts Rule of Order where abstentions are counted as non-votes.

Ralph stated as it stands now, there will be no summer data collection. Trish clarified Administration will be requesting data collection. The email will come from Administration and not the GEC.

Adjournment 4:05 PM