

# **General Education Council Meeting Minutes**

**Academic Year 2014/2015**

**GENERAL EDUCATION COUNCIL**  
**Minutes of the 2014 – 2015 Academic Year**  
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## **GEC Membership Roster 2014 – 2015**

<b>Name</b>	<b>Department</b>
Molly Marnella, Chair	Teaching and Learning
Ralph Feather	Teaching and Learning
Victoria Geyfman	Finance
Shane Jaynes	Sociology, Social Work, and Criminal Justice
Angela LaValley	Communications Study
Mark Law	Accounting
Mindi Miller	Nursing
Linda Neyer	Library
Ted Roggenbuck	English
Sharon Solloway	Developmental Instruction
Michael Stephens	Math, Computer Science, and Statistics
Marianna Wood	Biological and Allied Health Sciences
Sheila Dove-Jones	Director, Office of Planning and Assessment
Patricia Beyer	Assistant Dean of College of Science & Technology
Gretchen Osterman	Student Life Representative
Carolyn LaMacchia	Dept. of Business Ed. and Info. & Tech. Manage.
Johnathan Lincoln	Vice Provost and Acting Dean College of Science/Tech.

## Minutes – General Education Council, September 8, 2014

Molly Marnella called the meeting to order at 2:00 PM on Monday, September 8, 2014, in the Multicultural Center of the Kehr Union Building.

Members Present: Molly Marnella, Ralph Feather, Mindi Miller, Sharon Solloway, Linda Neyer, Carolyn LaMacchia for Victoria Geyfman, Shane Jaynes, Mark Law, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Angela LaValley, and Sheila Dove-Jones.

Guest: Jerrold Harris, Office of Planning and Assessment

Molly Marnella, Chair, welcomed everyone back and members introduced themselves.

1. Approval of the Agenda of September 8, 2014

Molly Marnella requested consideration in moving item 5A to the top of the agenda to accommodate the presenter who needs to leave to teach class at 3PM. The Chemistry proposals' presenter also has class at 3PM.

Sharon Solloway moved to amend the agenda to move item 5A to the position below 3Aii to attempt to accommodate those who need to leave to teach; seconded by Carolyn LaMacchia.

Motion to approve the amended agenda passed by voice vote.

2. Approval of Minutes of May 5, 2014

Angela LaValley moved to approve the minutes; seconded by Linda Neyer. Angela LaValley requested a modification to a word use in item 5.

**Motion to approve the minutes as amended passed by voice vote with two abstentions.**

3. Course Proposals

A. Chemistry

i. CHEM 117 Project-Directed Chemistry for the Sciences 1

Sharon Solloway moved to recommend CHEM 117 to the BUCC for 1 GEP toward Goal 3 Analytical and Quantitative Skills and 3 GEPs toward Goal 5 Natural Sciences; seconded Linda Neyer.

Chris Hallen presented the proposal indicating this course is created for students in the STEM Magnet Program. The lecture portion of the course is equivalent to CHEM 115; the lab has been extensively revised requiring students to complete small research projects. This course will count as CHEM 115 if the student enrolls in Bloomsburg University to pursue their degree.

Members requested revising the effective semester date, revising #6 to replace the goal names with the short title of the goals, formatting the Rubrics, adding the phrase to #14 that data to be reported to the Office of Planning and Assessment as requested by the GEC, striking the last sentence under Course Assessment Standard Exam Questions, ~~A class average for each question will be reported~~..., revising the method of adding "Using the VALUE Rubrics listed above" under Milestone 2 under the Target Performance Level in Course Assessment and changing the word credits to points in Q2 and wherever it appears in the proposal.

**Motion to recommend CHEM 117 to the BUCC for 1 GEP toward Goal 3 Analytical and Quantitative Skills and 3 GEPs toward Goal 5 Natural Sciences with the revisions passed by voice vote with one opposition.**

ii. CHEM 118 Project-Directed Chemistry for the Sciences 2

Sharon Solloway moved to recommend CHEM 118 to the BUCC for 2 GEPs toward Goal 3 Analytical and Quantitative Skills and 2 GEPs toward Goal 5 Natural Sciences; seconded by Ralph Feather.

Chris Hallen presented the proposal. This is the second of two courses in a sequence for STEM Magnet Program. The lecture portion of this course is similar to CHEM 116 with an extensively revised lab. Although the SLOs are identical to CHEM 117, delivery of the material is more analytical as represented by the Content and General Education Justification. This course will count as CHEM 116 if the student enrolls in Bloomsburg University to pursue their degree. Members requested revising the effective semester date, formatting the Rubrics, revising SLO #4 to read "Using logic and chemical principles, identify the properties of matter and the changes that matter undergoes", changing the word credits to points wherever it appears in the proposal, revise the last sentence in #14 to include "as requested by the GEC" and also add "as part of each five-year review at a minimum...".

**Motion to recommend CHEM 118 to the BUCC for 2 GEPs toward Goal 3 Analytical and Quantitative Skills and 2 GEPs toward Goal 5 Natural Sciences with the revisions passed by voice vote with one opposition.**

#### B. Nursing

i. NURSING 451/551 Transcultural Health Issues

Linda Neyer moved to recommend NURSING 451/551 to the BUCC for 1 GEP toward Goal 2 Information Literacy and 2 GEPs toward Goal 4 Culture and Diversity; seconded by Carolyn LaMacchia.

Mindi Miller presented the proposal.

Members questioned an Undergraduate/Graduate dual listed course requesting general education points. M. Miller replied she was advised by all committees reviewing up to this point to keep the courses together and request GEPs for the undergraduate course only.

Members requested revising the effective semester date, removing "for GEP" to the course title on Document, specifying the requested GEPs in Q1, adding a sentence in Q1 indicating NURSING 551 will not carry GEPs, renumbering the objectives on the VALUE Rubrics, adding the sentence to #14 "Data to be reported to the Office of Planning and Assessment as requested by the GEC, and removing the staff member's name in #15.

**Motion to recommend NURSING 451/551 to the BUCC for 1 GEP toward Goal 2 Information Literacy and 2 GEPs toward Goal 4 Culture and Diversity with the revisions passed by voice vote with two oppositions.**

#### 4. Chair Remarks

- \* ARTHSTRY 451 was passed by BUCC.
- \* Guidelines for proposals passed.
- \* CLE Guidelines were Tabled. The main point was the number of hours CLEs were worth. Trish Beyer will revise and bring back to the GEC before presenting to BUCC.
- \* Proposal was prepared and accepted by the AAC&U conference in February on our MyCore program. Team members will be notified.

5. Action Items

A. SOCIOLOGY 211 Rubric modification

Chris Podeschi explained to the Council since SOCIOLOGY 211 has been approved, the department discovered the language needed modified to reflect what they are doing.

Council members discussed the procedure and approval process for revised Rubrics. Suggestions included departments meeting with the Office of Planning and Assessment for Rubric formatting, adding language to the Guidelines explaining the level of modifications and the review/approval process, and notification by the instructor of any discrepancies in the Rubrics during a departmental meeting.

Shane Jaynes moved to allow the Department of Sociology/Social Welfare/Criminal Justice to proceed with revisions to the Rubrics to SOCIOLOGY 211; seconded by Linda Neyer.

Ralph Feather indicated the information needs to be shared with curriculum committees, departments, etc. before implementing a procedure.

Shane Jaynes withdrew his motion; approved by the seconder.

Ralph Feather moved to create a subcommittee to explore the procedure for revising Rubrics; seconded by Angela LaValley.

**Motion to create a subcommittee to explore procedure for revising Rubrics passed by voice vote.**

Subcommittee volunteers: Shane Jaynes, Ralph Feather, Carolyn LaMacchia and Jerrold Harris.

B. Deadline for GEP Goals 1, 2 and 3 Data Submission

Sheila Jones and Jerrold Harris presented information to the Council regarding the upcoming data submission of courses awarding Goal 1, 2, and/or 3.

Carolyn LaMacchia moved to direct the Office of Planning and Assessment to establish the recommended dates; seconded by Mark Law.

**Motion to direct the Office of Planning and Assessment to establish the recommended dates to collect data passed by voice vote.**

Goals 1, 2, and 3 will be assessed this upcoming year. The council discussed sending all Rubrics and explain departments only need to report Goals 1, 2, and 3, or to separate out just Goals 1, 2, and 3 on the Rubrics.

Angela LaValley moved the GEC directs the Office of Planning and Assessment to send the entire Rubrics with a definition to complete objectives relating only to Goals 1, 2, and 3; seconded by Mindi Miller.

**Motion to direct the Office of Planning and Assessment to send the full Rubrics with completion instructions passed by voice vote with one opposition.**

C. Assessment Data Update

Sheila Jones reported there are a few departments consistently not reporting data. Council members decided to create a subcommittee to discuss the ramifications of not reporting assessment data. Subcommittee volunteers: Sharon Solloway, Mark Law and Molly Marnella.

D. Computer Resources for GEP Tracking on ISIS

Discussion at the summer retreat expressed dissatisfaction of ISIS not displaying general education information. A new module for ISIS would be required to display the information at a cost. This will be discussed at a future meeting.

6. Open Forum

- \* Mindi Miller met with the WebTeam to post the General Education tutorials she developed over the summer. The tutorials will be on ISIS, general education web page, BOLT, and the faculty page.
- \* Ralph Feather requested the committee review the meaning of abstention votes at a future meeting.

Adjournment 3:58 PM

## **Minutes – General Education Council, September 22, 2014**

Molly Marnella called the meeting to order at 2:00 PM on Monday, September 22, 2014, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Sharon Solloway, Carolyn LaMacchia for Victoria Geyfman, Mark Law, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Angela LaValley, and Jerrold Harris for Sheila Dove-Jones.

1. Approval of the Agenda of September 22, 2014

Sharon Solloway moved to approve the agenda; seconded by Angela LaValley.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of September 8, 2014

Sharon Solloway moved to approve the minutes; seconded by Michael Stephans.

**Motion to approve the minutes passed by voice vote.**

3. Chair Remarks

Molly Marnella reported the BUCC passed two general education courses the GEC previously recommended; HONORS 105 and LAW 340.

4. Action Items

A. Report of Subcommittees

i. Rubric modification procedures

Notes from the subcommittee meeting were displayed.

A. Notify Chair

B. Department Chair to contact GEC Chair with revision

C. GEC Chair will determine if SLOs have changed, if they changed, the proposal would go through the entire process, if the SLOs did not change, the GEC Chair would send to OPA. Molly will format the process for a vote at the next GEC meeting.

ii. Non reporting of assessment data

Notes from the subcommittee meeting were displayed.

A. If no data one week after the requested date, OPA will send a reminder email to faculty;

B. If no data two weeks after OPA notifies Department, GEC Chair notifies Department Chair of non-compliance and what can the GEC do to assist;

C. If no data one week after OPA notifies Department Chair, GEC Chair will email Department Chair and Professor(s) stating non-compliance of MCS approved by GEC and the BUCC, and under review for the following semester;

D. If no data after the second semester (or second offering), GEC Chair notifies Department Chair of recommendation that BUCC retracts the GEPs after the third semester (or third offering) of non- reporting of data.

Molly will format the process for a vote at the next GEC meeting.



B. Abstention votes

This agenda item has been postponed until the next GEC meeting or the next time council member Ralph Feather is available at the meeting to discuss. This item is at his request.

C. Computer resources for ISIS reporting

The BUCC chair has informed the Provost of this issue. A meeting will be scheduled with the Registrar, Technology VP, Chairs of BUCC and GEC, etc. Molly Marnella will be a part of this and will report status to the GEC.

D. Recommendation to BUCC for Military credit (ROTC)

Under PRP 3343, ROTC students completing basic training were granted 2 credits in Physical Fitness in the previous general education program. When the PRP is updated the GEC would recommend to BUCC ROTC students completing basic training would receive 2 GEPs toward Healthy Living. If a student has completed basic training under MyCore, please advise completion of a waiver form until the process is formalized.

E. CLE Guidelines

The BUCC requested revising the specific hours of time for each GEP from 12.5 hours to 30 hours. Trish Beyer will revise the CLE Guidelines and bring forth to the GEC.

5. Open Forum

Molly Marnella thanked Mindi Miller for her work on the general education tutorials during the summer as an assessment fellow.

Jerrold Harris requested clarification from the GEC of their request for data collection. It was the consensus of the GEC this first year of data collection will be for goals 1, 2, and 3. Departments may report any other goal(s) if they so choose.

Ted Roggenbuck requested clarification of the General Education Council if GEPs can be granted on 0 credit courses. The GEC confirmed GEPs can be awarded to CLEs offering 0 credit.

The meeting adjourned at 3PM.

## Minutes – General Education Council, October 6, 2014

Molly Marnella called the meeting to order at 2:00 PM on Monday, October 6, 2014, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Sharon Solloway, Carolyn LaMacchia for Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Angela LaValley, Shane Jaynes, Gretchen Osterman, Linda Neyer, Ralph Feather, and Jerrold Harris for Sheila Dove-Jones.

1. Approval of the Agenda of October 6, 2014

Angela LaValley moved to approve the agenda; seconded by Gretchen Osterman.

**Motion to approve the agenda passed by voice vote.**

2. Approval of Minutes of September 22, 2014

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

**Motion to approve the minutes passed by voice vote with one abstention.**

3. Chair Remarks

Molly Marnella reported the BUCC passed NURSING 451-551 at their October 1<sup>st</sup> meeting.

4. Action Items

A. Report of Subcommittees

i. Rubric modification procedures

Language from previous meetings has been revised and is presented below as a motion.

*If a course has already been approved by the GEC and BUCC and the department would like to modify rubrics but no other changes to the course master course syllabus and omnibus, the department chair may submit an email to the GEC chair with the current and modified versions of the master course syllabus, omnibus and rubrics. The Chair of GEC will review the changes and either send them to the Office of Planning and Assessment or determine that it needs to go through the regular curricular process.*

Linda Neyer moved to approve the above language and include it in the Guidelines; seconded by Ted Roggenbuck.

**The motion to approve the Rubric modification language and include it in the Guidelines passed by voice vote.**

ii. Non reporting of assessment data

Language from previous meetings has been revised and is presented below as a motion. A flow chart was displayed. The chart will be revised and brought forth to an upcoming meeting.

*If a course has been approved by the GEC and BUCC to have GEPs but no data have been submitted for the semester, emails from the Office of Planning and Assessment (OPA) will be sent after the posted deadline. Three weeks after the OPA's email, if the department hasn't submitted data, then an email will be sent from the GEC Chair to the chair of department and the professor(s) of the course stating that the course is not in compliance with the master course*

*syllabus approved by the GEC and BUCC. As a result, the course is under review, and failure to comply with the data collection will result in a BUCC meeting the following semester to discuss taking away the GEPs from the course.*

Ralph Feather moved to approve the paragraph to include in the Guidelines; seconded by Mindi Miller.

**Motion to approve the language above and include it in the Guidelines passed by voice vote**

B. CLE Guidelines

Below is an excerpt from the CLE Guidelines modified by Trish Beyer for discussion and approval.

11. *Student Learning Objectives (SLOs) – refer to the GEC Guidelines. A CLE proposal will also indicate the outcomes (i.e., the knowledge, skills, applications, creative endeavors, etc.) that students should be able to successfully demonstrate in a measurable, observable way upon completing the CLE. If the CLE is recurring, the Student Learning Objectives should apply to all offerings of the CLE.*

*In addition to a paragraph discussing how the content and Student Learning Objectives relate to the Gen. Ed. Goal(s) for the CLE, the proposal should also include a justification for the number of GEPs. ~~PRP 3612 states the following: “For the purpose of assigning GEPs, the number of hours devoted to the CLE by the student must be equal to or greater than the number of hours of in-class time spent for a course bearing the same number of credit hours. This equivalency may then be used to assign appropriate GEPs to a CLE.” The number of hours of in-class time for a one-credit course is roughly 12.5 hours, therefore the number of hours devoted to the CLE by the student must be equal or greater to 12.5 hours for each GEP assigned.~~*

*For the purpose of assigning GEPs, the number of hours devoted to the CLE by the student must be equal to or greater than the number of hours of time spent for a course bearing the same number of credit hours. Ideally, the number of hours devoted to the CLE by the student must be equal to or greater than 30 hours for each GEP assigned. The 30 hours may include meetings, activities, assignments, or any other work related to the CLE, and should be tracked and/or documented by the student for review by the CLE supervisor.*

Ralph Feather moved to accept the revisions; seconded by Ted Roggenbuck.

**Motion to approve the revisions to the CLE Guidelines passed by voice vote with one abstention.**

C. Abstention votes

Ralph Feather requested the committee discuss the manner in which the GEC counts abstention votes. Below is an excerpt from Robert’s Rules to be compared to the GEC Bylaws. Ralph Feather would like to see abstention votes not counted as “no” votes.

Robert’s Rule Definition: “The phrase “abstention votes” is an oxymoron, an abstention being a refusal to vote. To abstain means to refrain from voting, and, as a consequence, there can be no such thing as an “abstention vote.”

In the usual situation, where either a majority vote or a two-thirds vote is required, abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the vote required is a majority or two thirds of the members *present*, or a majority or two thirds of the entire membership, an abstention

will have the same effect as a “no” vote. Even in such a case, however, an abstention is not a vote and is not counted as a vote. [RONR (11th ed.), p. 400, ll. 7-12; p. 401, ll. 8-11; p. 403, ll. 13-24; see also p. 66 of RONRIB.]”

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**Below is an excerpt from the General Education Council Bylaws approved April 4, 2011**

*A quorum will consist of at least eight voting members, a majority of whom must be elected faculty. When a quorum is present, a simple majority of the quorum will suffice to approve any action. The chair of the council will be elected from the elected faculty members and serve for one year.*

*Changes to the Bylaws*

*Changes to these bylaws become effective when approved by the BUCC and Provost following consideration by the Meet and Discuss Committee.*

The committee extensively discussed the interpretation of the definition in Robert’s Rule and the GEC Bylaws relating to a quorum and simple majority of the quorum.

Ralph Feather moved to interpret the GEC Bylaws “...a simple majority of the quorum...” as ... a simple majority of the voting members present; seconded by Linda Neyer.

**The motion to accept the interpretation as “a simple majority of the voting members present” passed by voice vote.**

**5. Open Forum**

- Trish Beyer reported her discussion with the Army ROTC representative. Bloomsburg University shares ROTC with four other campuses. They have a professor of military science who oversees the courses. BU does not own the courses/curriculum. ROTC students take one 1-credit course each semester through their senior year. The committee discussed ways in which ROTC students could possibly earn GEP(s) for these eight courses.

Options discussed:

- \* Identify GEPs to be given and automatically award GEPs at completion of the eight 1-credit courses via the Gen Ed Policy;
- \* Prepare a Master Course Syllabus for each course;
- \* Create a CLE so that students completing the ROTC experience submit a portfolio;
- \* Create a Leadership CLE;
- \* Require documentation or administer an exam similar to the language placement test;
- \* ROTC students petition the GEC for the GEPs and the GEC assess the portfolios.

Gretchen Osterman reported Student Life is designing a position to fill to focus on veterans and ROTC. The committee mentioned the possibility of including the function of working to create opportunities in the general education program for students. Gretchen will investigate.

- Ted Roggenbuck is a member of the Academic Progress of International Students committee which is focusing on international students who may need some additional support in English. Ted will report at the next GEC meeting.

The meeting adjourned at 3:33 PM.

## **Minutes – General Education Council, October 20, 2014**

Molly Marnella called the meeting to order at 2:00 PM on Monday, October 20, 2014, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Sharon Solloway, Carolyn LaMacchia for Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Angela LaValley, Mark Law, Gretchen Osterman, Linda Neyer, Ralph Feather, and Jerrold Harris for Sheila Dove-Jones.

1. Approval of the Agenda of October 20, 2014

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

**Motion to approve the agenda passed by voice vote.**

2. Approval of Minutes of October 6, 2014

Mindi Miller moved to approve the minutes; seconded by Ted Roggenbuck. Ted Roggenbuck recommended some amendments.

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

3. Course Proposals

i. ARABIC 204 Arabic 4

ii. ARABIC 211 Cultures in the Arabic-speaking World

iii. ARABIC 212 Euro-Arab Cinema

Ted Roggenbuck moved to recommend ARABIC 204, 211 and 212 to the BUCC for their respective GEPs; seconded by Ralph Feather.

Yahya Laayouni presented the proposals.

Several revisions were requested by the committee.

Marianna Wood moved to Table ARABIC 204, 211 and 212; seconded by Ralph Feather.

**Motion to Table ARABIC 204, 211 and 212 passed by voice vote.**

iv. ARABIC 203 Arabic 3

Linda Neyer moved to recommend ARABIC 203 to the BUCC for 2 GEPs toward Goal 1

Communication and 1 GEP toward Goal 4 Cultures and Diversity; seconded by Michael Stephans.

Yahya Laayouni presented the proposal.

Ted Roggenbuck raised the concern of awarding 2 GEPs toward Goal 1 Communication. The content as written does not support writing instruction.

Ted Roggenbuck moved to amend the motion to reduce the number of GEPs toward Goal 1 Communication from 2GEPs to 1 GEP; approved by Linda Neyer and Michael Stephans.

**Motion to reduce the number of GEPs toward Goal 1 Communication from 2 GEPs to 1 GEPs passed by voice vote.**

Members requested replacing 2 GEPs toward Goal 1 to 1 GEP wherever it appears in the proposal, remove # 2 from Q2, strike the “s” from under Q2, add a “,” in Q2, 3<sup>rd</sup> paragraph ...ARABIC 203,..., mark N/A under SLO#2, remove #2 from #11 justification, rewrite 2<sup>nd</sup> sentence in #12, remove Written Value Rubric.

**Motion to recommend ARABIC 203 to the BUCC for 1 GEP toward Goal 1 Communication and 1 GEP toward Goal 4 Cultures and Diversity with the revisions passed by voice vote.**

#### 4. Chair Remarks

- \* GEC secretary, Jill Whitenight, will be out of the office on medical leave beginning November 11<sup>th</sup> until after the November 17<sup>th</sup> meeting.  
Sharon Solloway moved to cancel the November 17<sup>th</sup> GEC meeting; seconded by Gretchen Osterman.  
**Motion to cancel the November 17<sup>th</sup> GEC meeting passed by voice vote.**
- \* Dr. Blake attended the October 15<sup>th</sup> open BUCC meeting. Two points raised were properly completing the Omnibus Form by checking Box 2g when there is mention of class size, and; Dr. Blake complemented MyCore and thanked everyone involved in its creation.
- \* Trish Beyer and Molly Marnella met with Jeff Garland, ROTC who was very willing to work with the GEC in the process of working GEPs into their curriculum.

#### 5. Action Items

##### A. Report of Working Groups

- i. Non reporting of assessment data (revised flow chart)  
Ted Roggenbuck revised the flow chart previously presented to the GEC. Members requested revising the “yes”/”no” to a more clear explanation such as “yes data” or “agreement reached”. Ted Roggenbuck will revise and resubmit to the GEC at the next meeting and revise first Fall, first Spring, to first course offering – second course offering, etc.  
Members discussed the timeline for reporting data for those who do not submit data when it is due per the General Education Systematic Assessment Plan (8/13/2014). Data should be reported the first time a new course is taught and thereafter per the Assessment Plan. If data are not reported during the timeline outlined in the Assessment Plan, it is still due the next time the course is taught.
- ii. Academic Progress of International Students – Ted Roggenbuck  
Ted Roggenbuck reported the progress of International students lacking English communication skills to be successful. A proposal is being drafted in which International students will begin their studies in the summer in structured courses to improve their English. In the courses, students will take the Comprehensive Adult Student Assessment Systems exam (CASAS) to measure their level of English communication. If additional instruction is needed per the test results, students will take the ESL Institute. The second language course for these students will be English. There are two courses in the department that will carry GEPs.  
Ralph Feather questioned what English test will be available to non-English speaking students identical to the Spanish, German, etc. placement test given to incoming students.

#### 6. Open Forum

There were no items for Open Forum.

The meeting adjourned at 3:24 PM.

## **Minutes – General Education Council, November 3, 2014**

Molly Marnella called the meeting to order at 2:00 PM on Monday, November 3, 2014, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Carolyn LaMacchia for Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Mark Law, Linda Neyer, Ralph Feather, Shane Jaynes, and Jerrold Harris for Sheila Dove-Jones.

1. Approval of the Agenda of November 3, 2014

Linda Neyer moved to approve the agenda; seconded by Michael Stephans.

**Motion to approve the agenda passed by voice vote.**

2. Approval of Minutes of October 20, 2014

Marianna Wood moved to approve the minutes; seconded by Linda Neyer. Ted Roggenbuck recommended some amendments.

**Motion to approve the minutes as amended passed by voice vote with one abstention.**

3. Course Proposals

i. ARABIC 204 Arabic 4 (Tabled 10-20-14)

ii. ARABIC 211 Cultures in the Arabic-speaking World (Tabled 10-20-14)

iii. ARABIC 212 Euro-Arab Cinema (Tabled 10-20-14)

Jerrold Harris moved to remove ARABIC 204, 211 and 212 from the Table; seconded by Mark Law.

**Motion to remove ARABIC 204, 211, and 212 from the Table passed by voice vote.**

Yahya Laayouni presented the proposals.

Members extensively discussed the Rubric/Element choices for each proposal.

ARABIC 204 – Members requested revising the effective semester date, and revise the Rubric choices and to revise in the proposal to reflect the changed Rubrics where indicated.

ARABIC 211 – Members requested some grammatical revisions in Q2, and to reword SLO#2.

ARABIC 212 – Members requested some grammatical revisions in Q2, #8, #9 and #11.

**Motion to recommend, with revisions to each proposal, to the BUCC, ARABIC 204 for 1 GEP toward Goal 1, 1 GEP toward Goal 4, and 1 GEP toward Goal 7; ARABIC 211 for 2 GEPs toward Goal 7 Arts and Humanities and 1 GEP toward Goal 4 Cultures and Diversity; and ARABIC 212 for 2 GEPs toward Goal 7 Arts and Humanities and 1 GEP toward Goal 4 Cultures and Diversity passed by voice vote with 1 opposition.**

4. Chair Remarks

Molly Marnella met with Kim Cardimona regarding the processes to satisfy the second language requirement if they are non-English speaking and English would be their second language. The Audiology Department has proposed two courses currently in the College Curriculum Committee; Academic Reading and Writing ELL 498 which is a 3 credit course proposing 2 GEPs for Goal 8 Second Language and 1 GEP for Goal 1 Communications, and Academic Speaking and Listening proposing the same credits and GEPs. A pretest (CASAS) will be administered at BU to students who have a TOEFL score and who have been identified as an ELL learner in the US. If students test out of the courses, they will receive the GEPs. There is discussion on whether tested out students should

receive the 1 GEP for Communication. This should be discussed with the department at the time the proposals are brought to the GEC.

5. Non-Reporting of Assessment Data

A revised flow chart was displayed. A suggestion was made to amend the Meeting with BUCC box to read "Meeting with BUCC to consider dropping GEPs from the course". This flowchart along with the wording added to the Guidelines will be discussed at the next BUCC meeting. Once approved by BUCC and the Provost, the flowchart will be posted on the GEC website.

6. Waiver Forms

Mindi Miller explained to the committee she has had a large number of honor students with waiver forms requesting the advisor to search for comparable courses matching the honors course taken. As more honor courses are created, the waiver forms will decrease. Trish suggested encouraging faculty who teach honor courses to submit proposals requesting GEPs.

7. Open Forum

Jerrold Harris questioned if the committee is continuing with the Department Summary Feedback Sheet. The Committee consensus was this is done once a year in the Spring. Jerrold will investigate and bring back previous dates this was done to the committee.

The meeting adjourned at 3:40 PM.



## **Minutes – General Education Council, December 1, 2014**

Molly Marnella called the meeting to order at 2:00 PM on Monday, December 1, 2014, in 345B of the Kehr Union.

Members Present: Molly Marnella, Mindi Miller, Carolyn LaMacchia for Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Linda Neyer, Ralph Feather, Shane Jaynes, Angela LaValley, Jerrold Harris for Sheila Dove-Jones and Deborah Stryker for Jessica Bentley-Sassaman.

1. Approval of the Agenda of December 1, 2014

Linda Neyer moved to approve the agenda; seconded by Marianna Wood. The agenda was amended by changing the sequence of proposals.

**Motion to approve the agenda as amended passed by voice vote.**

2. Approval of Minutes of November 3, 2014

Marianna Wood moved to approve the minutes; seconded by Linda Neyer.

**Motion to approve the minutes as written passed by voice vote.**

3. Course Proposals

A. Exceptionalities Program

1. HONORS 131 Honors Intro to Individuals with Exceptionalities (Tabled 5/5/14)

Michael Stephans moved to remove HONORS 131 from the Table to the Floor; seconded by Jerrold Harris.

Tony Zilz presented the proposals and indicated the revisions made as recommended at the May 5<sup>th</sup> 2014 meeting.

Members requested revisions to Q2, remove the sentence in the Catalog description that begins with “This course is approved for 2 GEP...”, add “Reflection” to SLO#1 and show separation of the Rubrics, and replace SPECED 101 in the justification of #11 and replace with HONORS 131.

**Motion to recommend HONORS 131 to the BUCC for 2 GEPs toward Goal 4 Cultures and Diversity and 1 GEP toward Goal 10 Citizenship with the revisions passed by voice vote with 2 oppositions.**

2. ASLTERP 375 American Sign Language Literature

Angela LaValley moved to recommend ASLTERP 375 American Sign Language Literature to the BUCC for 3 GEPs toward Goal 7 Arts and Humanities; seconded by Carolyn LaMacchia.

Jodi Ackerman presented the proposal.

Members requested revising the sentence in Q2 “These ~~standards~~ to These expectations...”, match the SLO’s (lettered) with the Rubrics (numbered); add b11 to the Rubrics, and include the Topic & Selection Rubric, add “deaf” culture to 11A, provide a justification paragraph under SLO table in #11, add “as requested by the GEC” to #14, and clarify #14.

Mindi Miller moved to Table ASLTERP 375 American Sign Language Literature; seconded by Jerrold Harris.

**Motion to Table passed by voice vote.**

B. Honors

1. HONORS 300 Intro to Honors Research  
Linda Neyer moved to recommend HONORS 300 Intro to Honors Research to the BUCC for 1 GEP toward Goal 2 Information Literacy; seconded by Ted Roggenbuck.  
Dave Magolis presented the proposal.  
Members requested revisions to Q1, Q2, move the goal box to under #6, add N/A to Gen Ed goal boxes in #11 1 and 2, add the justification paragraph to #11, number the SLOs to the Rubrics, flip SLO 3 and 4, revise the sentence in #13 "...responses to questions **involving** reading assignments", and add "as requested by the GEC" to #14.  
**Motion to recommend HONORS 300 to the BUCC for 1 GEP toward Goal 2 Information Literacy with the revisions, passed by voice vote.**

C. Mass Communications

1. MASSCOMM 220 Multimedia in Mass Communications 1  
Shane Jaynes moved to recommend MASSCOMM 220 Multimedia in Mass Communications 1 to the BUCC for 1 GEP toward Goal 1 Communication, 1 GEP toward Goal 7 Arts & Humanities, and 1 GEP toward Goal 10 Citizenship; seconded by Jerrold Harris.  
Dave Magolis presented the proposal.  
Members requested the Rubrics in #11 be formatted, add VALUE to the Creative Thinking Rubric, add "as requested by the GEC" to #14, begin the first sentence in #14 with The course..., replace collection of with evaluation of in first sentence #14, and remove VALUE in first sentence #14.  
**Motion to recommend MASSCOMM 220 Multimedia in Mass Communications 1 to the BUCC for 1 GEP toward Goal 1 Communication, 1 GEP toward Goal 7 Arts and Humanities and 1 GEP toward Goal 10 Citizenship with the revisions passed by voice vote.**
2. MASSCOMM 260 Intro to Mediated Communications  
Ted Roggenbuck moved to recommend MASSCOMM 260 Intro to Mediated Communications to the BUCC for 1 GEP toward Goal 1 Communication; 1 GEP toward Goal 2 Information Literacy, and 1 GEP toward Goal 6 Social Science; seconded by Ralph Feather.  
Dave Magolis presented the proposal.  
Members requested formatting the Rubrics in #11, move "students will" in SLO#1 to box above, revise SLO#2, add "as requested by the GEC" to #14, format the Rubrics, and replace collection with evaluation in #14.  
**Motion to recommend MASSCOMM 260 Intro to Mediated Communications to the BUCC for 1 GEP toward Goal 1 Communication; 1 GEP toward Goal 2 Information Literacy, and 1 GEP toward Goal 6 Social Science with the revisions passed by voice vote.**
3. MASSCOMM 280 Introduction to Visual Communications  
Linda Neyer moved to recommend MASSCOMM 280 Introduction to Visual Communications to the BUCC for 1 GEP toward Goal 1 Communication, 1 GEP toward Goal 6 Social Science, and 1 GEP toward Goal 10 Citizenship; seconded by Mindi Miller.  
Dave Magolis presented the proposal.

Members requested revising the effective semester, revise Q2, reword SLO#3 to begin with "Create images through the use of social communication...", remove Citizenship in SLO#3, revise the justification, add "as requested by the GEC" to #14.

**Motion to recommend MASSCOMM 280 Introduction to Visual**

**Communications to the BUCC for 1 GEP toward Goal 1 Communication, 1 GEP toward Goal 6 Social Science, and 1 GEP toward Goal 10 Citizenship with the revisions passed by voice vote with 1 abstention.**

D. Sociology, Social Work and Criminal Justice

1. SOC 213 Contemporary Social Problems
2. SOC 217 The Sociology of Sports

Ted Roggenbuck moved to recommend to the BUCC SOC 213 Contemporary Social Problems and SOC 217 The Sociology of Sports both for 3 GEPs toward Goal 6 Social Sciences; seconded by Mindi Miller.

Heather Feldhaus presented the proposals.

Members requested revising the effective semester date on both, revise the Rubric Element in SLO#1 to Conclusion and Related Outcomes on both, add "as requested by the GEC" to #14 in both, format the Rubrics,

Angela LaValley moved to Table SOC 213 Contemporary Social Problems and SOC 217 The Sociology of Sports; seconded by Ted Roggenbuck.

**Motion to Table SOC 213 and SOC 217 passed by voice vote.**

E. English

1. ENGLISH 221 The Bible as Literature

Linda Neyer moved to recommend ENGLISH 221 The Bible as Literature to the BUCC for 1 GEP toward Goal 1 Communication and 2 GEPs toward Goal 7 Arts and Humanities; seconded by Jerrold Harris.

Ted Roggenbuck presented the proposal.

Members requested removing the additional "x's" on Doc P, revise the effective semester date, add SLOs to the modified Rubrics, match the SLOs and Rubrics, and add "as requested by the GEC" in #14.

**Motion to recommend ENGLISH 221 The Bible as Literature 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. Chairs Remarks

Molly presented the revised GEC Guidelines as discussed below.

5. GEC Guidelines

Molly Marnella presented the modifications to the GEC Guidelines as requested by the BUCC.

Jerrold Harris moved to recommend the GEC Guidelines to the BUCC as revised; seconded by Carolyn LaMacchia.

**Motion to recommend the revised GEC Guidelines to the BUCC passed by voice vote.**

6. Open Forum

No items for Open Forum.

The meeting adjourned at 4:05 PM.

## Minutes – General Education Council, February 16, 2015

Molly Marnella called the meeting to order at 2:00 PM on Monday, February 16, 2015, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Linda Neyer, Ralph Feather, Shane Jaynes, Angela LaValley, Sheila Dove-Jones, Sharon Solloway and Gretchen Osterman.

1. Approval of the Agenda of February 16, 2015

Gretchen Osterman moved to approve the agenda; seconded by Linda Neyer. The agenda was amended to change the sequence of proposals and to remove HONORS 211 due to scheduling conflict.

**Motion to approve the amended agenda passed by voice vote.**

2. Approval of Minutes of December 1, 2014

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

**Motion to approve the minutes as written passed by voice vote.**

3. Course Proposals

A. Physics

i. PHYSICS 107 Applied Physics for the Health Sciences

Marianna Wood moved to recommend PHYSICS 107 to the BUCC for 1 GEP toward Goal 3 and 2 GEPs toward Goal 5; seconded by Ted Roggenbuck.

Judy Kipe-Nolt presented the proposal.

Members requested revisions to the proposals and to format the Rubrics.

**Motion to recommend PHYSICS 107 Applied Physics for the Health Sciences for 1 GEP toward Goal 3 Analytical and Quantitative Skills and 2 GEPs toward Goal 5 Natural Sciences to the BUCC passed by voice vote.**

B. Instructional Technology

i. INSTTECH 450 Instructional Design

Sharon Solloway moved to recommend INSTTECH 450 to the BUCC for 1 GEP toward Goal 2 Information Literacy; seconded by Mindi Miller.

Lynn Hummel presented the proposal.

After a lengthy discussion providing feedback and requesting revisions regarding the proposal and the justification of the requested GEP, **the presenter withdrew the proposal** to discuss the feedback with the Instructional Technology Department. The proposal will be on a future GEC agenda after revising.

C. Honors/Education

i. HONORS 134 Honors Communication in Education

Ted Roggenbuck moved to recommend HONORS 134 to the BUCC for 3 GEPs toward Goal 1 Communication; seconded by Gretchen Osterman.

Molly Marnella presented the proposal.

Members discussed the proposal and provided recommendations. Among the recommendations was to include specificity on education communication and an impact statement from the Department of Communications Study.

**Motion to recommend HONORS 134 to the BUCC for 3 GEPS toward Goal 1**  
**Communication failed by voice vote.**

4. Chairs Remarks

- BUCC passed HONORS 131 Exceptionalities and Honors 300 Intro to Research at their last meeting.
- GEC Guidelines, as revised per BUCC's recommendations, were presented for endorsement. BUCC Tabled the Guidelines as revised to draft their own language. A preliminary draft of BUCC's language was presented to the GEC. Members were concerned the BUCC draft removed all non-compliance measures for those not submitting data. Trish Beyer will express the GEC concerns to the BUCC when they next discuss the GEC Guidelines.
- Molly Marnella, Trish Beyer, Ted Roggenbuck and Tom Kresch will be leaving on Thursday 2/19/15 for the AAC&U conference to present on CLE's.

5. Open Forum

Sheila Jones distributed a letter drafted by the Department of Languages and Cultures regarding the language placement test. The letter will be mailed to incoming students and distributed to faculty and staff as FYI. Members were concerned with the language "All students are **required** to complete the Foreign Language Placement Test..." This wording interferes with University Policy on placement testing. A suggestion was made to provide a link to the website FAQ in the letter, and to advise Dr. Donahue to have a discussion with Dr. Agbango on the letter content prior to distributing.

The meeting adjourned at 3:35 PM.

## **Minutes – General Education Council, March 2, 2015**

Molly Marnella called the meeting to order at 2:00 PM on Monday, March 2, 2015, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Linda Neyer, Ralph Feather, Shane Jaynes, Jerrold Harris for Sheila Dove-Jones, Sharon Solloway and Gretchen Osterman.

1. Approval of the Agenda of March 2, 2015

Linda Neyer moved to approve the agenda; seconded by Ted Roggenbuck. The agenda was amended to change the sequence of the English proposals.

**Motion to approve the amended agenda passed by voice vote.**

2. Approval of Minutes of February 16, 2015

Mindi Miller moved to approve the minutes; seconded by Ted Roggenbuck. An amendment was made to Ai.

**Motion to approve the revised minutes passed by voice vote.**

3. Course Proposals

A. Sociology, Social Work, and Criminal Justice

i. SOC 213 Contemporary Social Problems (Tabled 12-1-14)

Shane Jaynes moved to remove SOC 213 from the table; seconded by Ted Roggenbuck. Brandon Lang presented the proposal.

Members requested revisions to the SLOs and elements.

Marianna Wood moved to Table the proposal due to the nature of the revisions; seconded by Michael Stephans.

**Motion to Table passed by voice vote.**

ii. SOC 217 The Sociology of Sports (Tabled 12-1-14)

Brandon Lang removed SOC 217 from the agenda to make similar revisions as requested in SOC 213.

iii. HONORS 211 Honors Principles of Sociology

Linda Neyer moved to recommend HONORS 211 for 3 GEPs toward Goal 6 to the BUCC; seconded by Mindi Miller.

Neal Slone presented the proposal.

Members requested adding “Modified” next to the appropriate SLO, and adding in #14 “as requested by the GEC”.

**Motion to recommend HONORS 211 to the BUCC for 3 GEPs toward Goal 6 with the revisions passed by voice vote.**

B. English

i. CLE Writing in the Disciplines Practicum

Sharon Solloway moved to recommend CLE Writing in the Disciplines Practicum to the BUCC for 1 GEP toward Goal 1; seconded by Michael Stephans.

Timothy Oleksiak presented the proposal.

Members requested a course number be added to the course title, spell out WID in Q1, add the title of the course to Q1, add language in the prerequisite area, minor revisions to the SLO table, and the sentence regarding data reported to the OPA as requested by the GEC, include what constitutes pass/fail in #13, and check the pass/fail box on the Omnibus form. Members requested the proposer distinguish which duties are part of their paid position and which duties the GEPs are awarded and are unpaid.

**Motion to recommend CLE Writing in the Disciplines Practicum for 1 GEP toward Goal 1 to the BUCC with the revisions, passed by voice vote.**

- ii. CLE Special Topics Writing Fellows Theory, Research & Practice  
Linda Neyer moved to recommend CLE Writing Fellows Theory, Research & Practice to the BUCC for 1 GEP toward Goal 1; seconded by Gretchen Osterman.  
Timothy Oleksiak presented the proposal.  
Members requested the title be revised and a course number be added, and the changes noted for the Writing in the Disciplines Practicum carry over to this proposal.  
**Motion to recommend CLE Special Topics Writing Fellows Theory, Research & Practice for 1 GEP toward Goal 1 with the revisions passed by voice vote.**
- iii. CLE University Writing Center Practicum  
Jerrold Harris moved to recommend CLE University Writing Center Practicum to the BUCC for 1 GEP toward Goal 1; seconded by Linda Neyer.  
Ted Roggenbuck presented the proposal.  
Members requested adding the course name and number, check the pass/fail box, and indicate the hours devoted to earn 1 GEP in #1  
**Motion to recommend CLE University Writing Center Practicum to the BUCC for 1 GEP toward Goal 1 with the revisions passed by voice vote.**
- iv. CLE BU Writing Center – Special Topic  
Ralph Feather moved to recommend CLE BU Writing Center – Special Topic to the BUCC for 1 GEP toward Goal 1; seconded by Sharon Solloway.  
Ted Roggenbuck presented the proposal.  
Members requested adding the course name and number, adding the prerequisite language, distinguish the difference in paid hours and hours unpaid earning the GEP, add N/A to the SLO table where applicable, and pass/fail justification in #13.  
**Motion to recommend CLE BU Writing Center – Special Topic to the BUCC for 1 GEP toward Goal 1 with the revisions passed by voice vote.**

#### 4. Chairs Remarks

- Molly Marnella, Trish Beyer, Ted Roggenbuck and Tom Kresch presented at the AAC&U meeting in Kansas City in February.
- The March 23<sup>rd</sup> meeting will be held in the Multicultural Center of the Kehr Union.

#### 5. Open Forum

- \* Marianna Wood asked the council for direction in collecting artifacts on lab reports. Sheila Jones recommended collecting a sample of superior, average and low. Artifacts can be entered into TracDat.

The meeting adjourned at 3:52 PM.



## **Minutes – General Education Council, March 23, 2015**

Molly Marnella called the meeting to order at 2:00 PM on Monday, March 23, 2015, in the Multicultural Center of the Kehr Union Building.

Members Present: Molly Marnella, Mindi Miller, Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Shane Jaynes, Sheila Dove-Jones, Sharon Solloway and Angela LaValley.

1. Approval of the Agenda of March 23, 2015

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

**Motion to approve the agenda passed by voice vote.**

2. Approval of Minutes of March 2, 2015

Marianna Wood moved to approve the minutes; seconded by Sharon Solloway.

**Motion to approve the minutes passed by voice vote.**

3. Data Submission Schedule 2015/2016

Sharon Solloway moved to approve the *Suggested Dates for General Education Submission Events Summer 2015 – Spring 2016*; seconded by Michael Stephans.

Sheila Jones indicated this schedule is based on past practice for data collection.

**Motion to approve the Data Submission Schedule for 2015-2016 as presented was approved by voice vote.**

4. Assessment Plan

The August 13, 2014 draft of *General Education Systematic Assessment Plan* was reviewed for the goals and their data collection phases was discussed. Goals 1, 2, and 3 will submit data and artifacts in 2014-2015. Phase 2 of goals 1, 2, and 3 will involve analyzing the data and artifacts collected.

A Specialty Group will be formed for each goal with a GEC member facilitating. The Specialty Group will review the data and artifacts submitted and report their findings. Artifacts will be submitted to the Office of Planning and Assessment to be stored in TracDat. Artifacts should not contain information on the course section, professor, or student.

Molly Marnella, GEC Chair, will draft a letter to be distributed to appropriate faculty and staff by the Office of Planning and Assessment outlining the artifact submission.

One facilitator for each specialty group will receive a summer fellows contract to begin the collection.

5. Open Forum

No items for Open Forum.

The meeting adjourned at 3:05 PM.

**Suggested Dates for General Education Submission Events  
Summer 2015 – Spring 2016**

**Summer 2015 (2154)**

Session I

Rubric Links Distributed:	Week of July 27, 2015
Grades Due:	Wednesday, August 12, 2015
General Education Submissions Due:	Friday, August 14, 2015

Session II

Rubric Links Distributed:	Week of June 15, 2015
Grades Due:	Wednesday, July 1, 2015
General Education Submissions Due:	Friday, July 3, 2015

Session III

Rubric Links Distributed:	Week of July 27, 2015
Grades Due:	Wednesday, August 12, 2015
General Education Submissions Due:	Friday, August 14, 2015

**Fall 2015 (2156)**

Rubric Links Distributed:	Week of November 10, 2015
Grades Due:	Wednesday, December 16, 2015
General Education Submissions Due:	Friday, December 18, 2015

**Winter 2015 (2158)**

Rubric Links Distributed:	TBD
Grades Due:	TBD
General Education Submissions Due:	TBD

**Spring 2016 (2162)**

Rubric Links Distributed:	Week of April 18, 2016
Grades Due:	Wednesday, May 11, 2016
General Education Submissions Due:	Friday, May 13, 2016

## Minutes – General Education Council, April 6, 2015

Molly Marnella called the meeting to order at 2:00 PM on Monday, April 6, 2015, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Victoria Geyfman, Patricia Beyer, Marianna Wood, Michael Stephans, Ted Roggenbuck, Shane Jaynes, Sheila Dove-Jones, Sharon Solloway, Mark Law, Gretchen Osterman, Ralph Feather, and Angela LaValley.

1. Approval of the Agenda of April 6, 2015

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

**Motion to approve the agenda passed by voice vote.**

2. Approval of Minutes of March 23, 2015

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

**Motion to approve the minutes passed by voice vote.**

3. Course Proposals

A. English

i. ENGLISH 204 Intro to Creative Writing

Ted Roggenbuck moved to recommend ENGLISH 204 to the BUCC for 1 GEP toward Goal 1 and 2 GEPs toward Goal 7; seconded by Michael Stephans.

Jerry Wemple presented the proposal. This is a major course for Creative Writing Major/Minor and all students in the Mid Level Language Arts Major.

Members requested minor revisions to the master course syllabus including the SLOs and Rubrics.

**Motion to recommend ENGLISH 204 Intro to Creative Writing for 1 GEP toward Goal 1 and 2 GEPs toward Goal 7 with the revisions passed by voice vote.**

B. Exceptionality Program

i. ASLTERP 375 American Sign Language Literature (Tabled 12-1-14)

Shane Jaynes moved to remove ASLTERP 375 from the table and recommend ASLTERP 375 to the BUCC for 3 GEPs toward Goal 7; seconded by Gretchen Osterman.

Dr. Granda presented the proposal.

The Council reviewed the requested revisions from the December 1<sup>st</sup> meeting. Revisions were made to the SLOs, and a justification was added.

**Motion to recommend ASLTERP 375 to the BUCC for 3 GEPs toward Goal 7 passed by voice vote.**

C. Academic Enrichment

i. ENRICH 105 Foundations for College Success

Ralph Feather moved to recommend ENRICH 105 to the BUCC for 1 GEP toward Goal 2; seconded by Ted Roggenbuck.

Karen Hamman presented the proposal. This course is designed for first-year undeclared students and students who enroll in the summer start replacing the one credit INTSTUDY 100.

The course assists students explore majors and careers as well as assist them with the academic transition in their first year. They work heavily with the library as well as other resources to gather information.

Members requested strengthening the rationale for the Literacy GEP in Q2. Trish Beyer suggested including information on plagiarism and BU's policy on plagiarism.

**Motion to recommend ENRICH 105 to the BUCC for 1 GEP toward Goal 2 with the revisions passed by voice vote with one abstention.**

4. Chair Remarks – Molly Marnella

- \* The BUCC passed the WID and Writing Center proposals and Honors Sociology.
- \* Trish Beyer reported the Registrar's Office has added a Gen Ed Scorecard in ISIS. If you find errors, please let Trish, Deb Pavlick, or Joseph Kissell know.
- \* PRP 3343 will be updated at a future BUCC meeting to award 2 GEPs in Healthy Living and 2 GEPs in Citizenship for our veteran students.

5. Artifact Collection Letter Discussion

Members discussed the possible perception of faculty when asked for artifact samples, the type of artifacts to submit, and the use of a consent form for artifacts that would include taped presentations. The artifacts will only be reviewed by the Specialty groups created to review the specific goal. Revisions will be made to the letter based on the feedback today and included on the next agenda.

6. Open Forum

No items for Open Forum.

The meeting adjourned at 3:16 PM.

## Minutes – General Education Council, April 20, 2015

Molly Marnella called the meeting to order at 2:00 PM on Monday, April 20, 2015, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Jonathan Lincoln, Marianna Wood, Michael Stephans, Ted Roggenbuck, Shane Jaynes, Sheila Dove-Jones, Sharon Solloway, Mark Law, Gretchen Osterman, Linda Neyer, and Angela LaValley.

Guest: Jerrold Harris

1. Approval of the Agenda of April 20, 2015

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

**Motion to approve the agenda passed by voice vote.**

2. Approval of Minutes of March 23, 2015

Sharon Solloway moved to approve the minutes; seconded by Shane Jaynes.

**Motion to approve the minutes passed by voice vote with 1 abstention.**

3. Course Proposals

A. Honors/Management

i. HONORS 172 Honors Leadership Skills

Sharon Solloway moved to recommend HONORS 172 to the BUCC for 2 GEPs toward Goal 6 and 1 GEP toward Goal 10; seconded by Jerrold Harris.

Ruhul Amin presented the proposal. The course has been taught experimentally. This course mirrors a 400 level Management course. The course teaches students develop principle leadership and civic responsibilities.

Ted Roggenbuck questioned a business course being considered as a social science. A search of other Universities did not reveal business courses as social science. Dr. Amin indicated Intro to Business has been approved at Bloomsburg University as a social science course. The definition of social science is theoretical whereas this course is experiential.

Angela LaValley mentioned the GEP breakdown as described may better be distributed as 2 GEPs toward Goal 10 and 1 GEP toward Goal 6.

Members requested revisions to the master courses syllabus including splitting SLO #1, providing a justification paragraph in #11, and other minor revisions.

Linda Neyer moved to Table the proposal; seconded by Ted Roggenbuck.

**Motion to Table passed by voice vote with 1 opposition.**

B. Honors/History

i. HONORS 125 Honors Western Civ to 1650

ii. HONORS 126 Honors Western Civ since 1650

Sharon Solloway moved to recommend HONORS 125 and HONORS 126 to the BUCC each for 3 GEPs toward Goal 4; seconded by Linda Neyer.

Bill Hudon and Michael Hickey presented the proposals.

Members requested listing the GEPs in Q2, revising the catalog description, and revising the SLOs.

**Motion to recommend HONORS 125 and HONORS 126 to the BUCC each for 3 GEPs toward Goal 4 with the revisions passed by voice vote with 1opposition.**

4. Chair Remarks – Molly Marnella

- Sheila Jones announced the Provost will support a summer Gen Ed Assessment Retreat. Date and time to be discussed at the next Gen Ed Council Meeting. Last year, the retreat was held the Thursday and Friday the week before classes started in August.
- Chair election for the 2015-2016 academic year will be held at the next GEC meeting. New members will be invited to participate in the election.
- Molly, Trish Beyer, and Tom Kresch will be presenting at a PASSHE Millersville conference in May on Student Affairs and their interaction with BU's general education.
- BUCC passed all the courses the GEC passed at their last meeting.
- GEC Guidelines were revised by the BUCC deferring the assessment reporting procedure to PRP 3612. A draft of the BUCC language on the GEC Guidelines will be shared at the next GEC meeting.
- Molly will meet with the four Fellows on Goals 1, 2 and 3 regarding the Artificats collection and will report back to the GEC at the next meeting.

5. Goal 8 Satisfaction Letter

A draft letter was presented. Molly requested GEC members to review and email both Molly and Trish with any questions or concerns. Molly will discuss the learning disability language with Bob Wislock. The final letter will be posted on the MyCore web page.

6. Open Forum

No items for Open Forum.

The meeting adjourned at 3:10 PM.

## Minutes – General Education Council, May 4, 2015

Molly Marnella called the meeting to order at 2:00 PM on Monday, May 4, 2015, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Marianna Wood, Trish Beyer, Ted Roggenbuck, Sheila Dove-Jones, Sharon Solloway, Linda Neyer, Victoria Geyfman, and Angela LaValley.

Guest: Jerrold Harris

1. Approval of the Agenda of May 4, 2015

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 April 20, 2015

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

**Motion to approve the minutes passed by voice vote.**

3. Election of 2015/2016 GEC Chair

Molly Marnella opened the floor to nominations.

Linda Neyer nominated Mindi Miller; seconded by Sharon Solloway.

Angela LaValley moved to close nominations; seconded by Ted Roggenbuck.

**Motion to close nominations passed by voice vote.**

**Mindi Miller was voted chair by voice vote.**

4. Course Proposals

A. Biological and Allied Health Sciences

i. BIOLOGY 103 Biodiversity and Conservation Biology

Ted Roggenbuck moved to recommend BIOLOGY 103 to the BUCC for 2 GEPs toward Goal 5 and 1 GEP toward Goal 10; seconded by Angela LaValley.

Clay Corbin presented the proposal.

Members requested changing the word required to *requested* in the last sentence of #14.

**Motion to recommend BIOLOGY 103 with the revision to the BUCC for 2 GEPs toward Goal 5 and 1 GEP toward Goal 10 passed by voice vote.**

5. Chair Remarks – Molly Marnella

A. Summer Retreat

Sheila Jones agreed to discuss the retreat with Provost Blake to present deliverables and obtain funding approval. Current members and newly elected members of the GEC will be invited to the Retreat. Also invited will be the BUCC chair, Assessment Fellows, and Specialty Groups.

Mindi Miller suggested a two-day retreat and will send a doodle to all invitees for their availability.

B. GEC Guidelines

The BUCC revised/endorsed version of the GEC Guidelines was presented to the GEC members for their information.

- C. Molly Marnella thanked Jill Whitenight for her years of service to the GEC.
  - D. Molly Marnella thanked Trish Beyer who is transitioning back to her faculty role at the end of the summer and will no longer be the designated administrator to the GEC.
  - E. Thank you letters for your participation on the GEC will be forthcoming.
  - F. Molly Marnella provided a report of all general education proposals that were passed at the last BUCC meeting.
  - G. Molly Marnella read a note written by Ralph Feather thanking everyone for their support and expressing his pleasure to have been a member of the committee. Dr. Feather's membership expires this semester.
6. Open Forum
- Linda Neyer questioned if the GEC will be sending the "Department Discussion of Comprehensive General Education Data Summary Form" to all Departments again this year. The committee concluded this would be discussed at the summer retreat.
- Molly Marnella announced the Assessment Fellows to the committee:
- Goal 1 – Ted Roggenbuck and Angela LaValley
  - Goal 2 – Linda Neyer
  - Goal 3 – Mindi Miller
- If you or someone you know is interested in participating in one of these groups, please let Molly Marnella know.

The meeting adjourned at 2:31 PM.



