

General Education Council Meeting Minutes

Academic Year 2015/2016

GENERAL EDUCATION COUNCIL

Minutes of the 2015 – 2016 Academic Year

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GEC Membership Roster 2015 – 2016

Name	Department
<u>Mindi Miller</u>	Department of Nursing, College of Science and Technology
<u>George Agbango</u>	Acting Assistant Provost and Dean for Undergraduate Education
<u>Sharlene Gilman</u>	Department of Academic Enrichment
<u>Shane Jaynes</u>	Department of Sociology, Social Work, & Criminal Justice, College of Liberal Arts
<u>Sheila Dove-Jones</u>	Director of the Office of Planning and Assessment
<u>Carolyn LaMacchia</u>	Department of Business Education and ITM, College of Business
<u>Angela LaValley</u>	Department of Communication Studies, College of Liberal Arts
<u>Molly Marnella</u>	Department of Early Childhood and Adolescent Education, College of Education
<u>Linda Neyer</u>	Library
<u>Michael McFarland</u>	Representative for Student Affairs
<u>Ted Roggenbuck</u>	Department of English, College of Liberal Arts
<u>Todd Shawver</u>	Department of Accounting, College of Business
<u>Michael Stephans</u>	Department of Math, Computer Science and Statistics, College of Science and Technology
<u>Marianna Wood</u>	Department of Biological & Allied Health, College of Science and Technology
<u>Brooke Lylo</u>	Exceptionalities Program, College of Education

Minutes – General Education Council, August 31, 2015

Mindi Miller called the meeting to order at 2:00 PM on Monday, August 31, 2015, in the Schweiker Room of the Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Marianna Wood, Ted Roggenbuck, Shane Jaynes, Sheila Dove-Jones, Gretchen Osterman, Linda Neyer, and Angela LaValley, Carolyn LaMacchia, Todd Shawver, George Agbango, Sharlene Gilman,
Guests: Jerrold Harris

1. Approval of the Agenda of August 31, 2015

Marianna Wood moved to approve the agenda, seconded by Sheila Dove-Jones.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of May 4, 2015

Molly Marnella moved to approve the minutes, seconded by Marianna Wood. Carolyn LaMacchia abstained because she was not present at the May 4, 2015.

Motion to approve the minutes passed by voice vote.

3. **Course Proposals**

- A. Instructional Technology
 - i. INSTTECH 450/550

Gretchen Osterman made a motion to recommend Insttech 450/550 to BUCC for Goal 1 for Written Communication for 1 GEP. Carolyn LaMacchia seconded the motion.

Lynn Hummel presented with Helmut Doll present.

Motion to recommend INSTTECH 450/550 to the BUCC with 1 GEP toward Goal 1 with revisions passed by voice vote with 1 abstention.

- B. Speech/Audiology
 - i. AUDSLP 498 Academic Reading/Writing for ELL's

Gretchen Osterman moved to recommend AUDSLP 498 to the BUCC for Goal 1 for Communication for 1 GEP and Goal 8 for Second Language for 2 GEP's. Sharlene Gilman seconded the motion.

Kim Cardamona presented the proposal.

Gretchen Osterman rescinded the motion with Sharlene Gilman seconding.

Council recommended Kim to make the changes and then come back and present them.

- C. Honors

D. HONORS 172 Honors Leadership Skills

Shane Jaynes moved to un-table HONORS 172 to the BUCC for Goal 10 for Citizenship with 1 GEP and Goal 6 for Social Science for 2 GEP's. Todd Shawver seconded the motion.

Darrin Kass presented and stated the changes previously recommended had been changed.

Marianna Wood made a motion to table with Ted Roggenbuck seconding. This did not pass by voice vote.

There was a discussion about whether the course constituted "Social Science".

Carolyn LaMacchia recommended to make theory and course outline changes and amend to 2 Social Science GEP's and 1 Citizenship GEP.

Shane Jaynes rescinded the un-tabling. Todd Shawver seconded the motion.

It was recommended to check box 2g for class size and revised table on contents.

Motion to recommend Honors 172 to the BUCC with 2 Social Science GEP's and 1 Citizenship GEP with revisions passed by voice vote.

4. Chair Remarks – Mindi Miller

- The option of small work groups was discussed to assist with consultation and problem solving.
- BUCC coverage for Mindi was requested for the fall semester. Carolyn LaMacchia volunteered since she already goes to the BUCC meetings. This option will be discussed with the chair of BUCC and Dr. Agbango.
- For the 9/2/15 BUCC meeting Angela La Valley is backup, if needed.
- CGA will assist with promoting student representatives for the GEC in the near future.

5. Language

The second language requirement affects about 700 students that need to graduate in the spring. Need to get better stats by using ISIS and Nick Stepanik. Angela LaValley has a form for students to plead their cases to get into classes. Sheila recommends kids coming in to take the placement test right away if they have taken a foreign language in high school. Marianna reminded we need to make this a part of the University Seminar class.

6. SARS/GESAR change

Ted Roggenbuck recommended the motion to change SARS to GESAR. Linda Neyer seconded the motion.

The recommendation was approved by a voice vote.

7. Deadlines

Marianna Wood brought motion to approve deadlines. Linda Neyer seconded the motion.

Rubric's	12/18/2015
Spring	5/13/2016
SAR'S	3/4/2016
Special Groups	4/22/2016

Motion was passed by a voice vote.

The meeting adjourned at 4:05 PM.

Minutes – General Education Council, September 14, 2015

Mindi Miller called the meeting to order at 2:00 PM on Monday, September 14, 2015, in the Kehr Union Building room 230.

Members Present: Molly Marnella, Mindi Miller, Marianna Wood, Ted Roggenbuck, Shane Jaynes, Sheila Dove-Jones, Gretchen Osterman, Linda Neyer, Angela LaValley, Carolyn LaMacchia, Todd Shawver, Sharlene Gilman, Michael Stephans

Guests: Jerrold Harris, Kathleen Heitzman, Swapan Mookerjee, Kate Falen, Donna Somerville, Bob Heckrote, Michael McFarland, Tom Kresch

1. Approval of the Agenda of September 14, 2015

Sheila Dove-Jones moved to approve the agenda, seconded by Todd Shawver.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of August 31, 2015

Linda Neyer moved to approve the minutes, seconded by Angela LaValley.

Motion to approve the minutes passed by voice vote.

3. **Course Proposals**

A. Exercise Science

Ted Roggenbuck made a motion to recommend both EXERSCI 278 to BUCC for Goal 9 for Healthy Living for 2 GEP's and EXERSCI 150 to BUCC for Goal 9 for Healthy Living for 2 GEP's. Gretchen Osterman seconded the motion.

Swapan Mookerjee presented.

i. EXERSCI 278- Yoga Concepts and Practice

Recommended changes included:

- Q1 Expand course title in the Abbreviation section (allowed 20 letters)
- Q1 Add course # and credits
- Q3 To be addressed at BUCC
- Section 10 Add number of students and rational as appropriate
- Re-number 11 to 14
- Rubric Consider different verbs to support outcomes
- Consider Intercultural rubric instead
- Student Assessment remove the word "suggested"

- Course Assessment Include “data will be shared with the Office of Planning and Assessment as requested by the General Education Council”
- Consider removing the words “class attendance and participation”

Linda Neyer moved to table EXERSCI 278 and make revisions. Ted Roggenbuck seconded the motion. Motion to table EXERSCI 278 passed by voice vote.

ii. EXERSCI 150- Aquatic Fitness

Swapan Mookerjee presented.

Recommended changes included:

- Omnibus short title remove “and addition of 1 credit hour to the course” use goal # instead
- Q1 Expand course title in the Abbreviation section (allowed 20 letters)
- Q2 rational for GEP change
- Re-number 11 to 14
- Rubric Consider “foundations and skills for lifelong learning”
- Rubric Consider different verbs to support outcomes
- Student Assessment remove the word “suggested”
- Course Assessment Include “data will be shared with the Office of Planning and Assessment as requested by the General Education Council”
- Consider removing the words “class attendance and participation”

Linda Neyer moved to table EXERSCI 150 and make revisions. Ted Roggenbuck seconded the motion. Motion to table EXERSCI 150 passed by voice vote.

B. Athletics

i. ATHLETICS 111 Varsity Athletics Participation

Ted Roggenbuck made a motion to recommend ATHLETICS 111 to BUCC for Goal 9 Healthy Living for 1 GEP. Gretchen Osterman seconded the motion.

Kathleen Heitzman presented.

Recommended changes included:

- Title add Goal 9 revision
- Q1 in Course Abbreviation replace VAP with Varsity Athl. Part.
- Replace “repeatable up to 3 times” with “repeatable”
- #9 rewording
- Rubric Consider major revisions, consulting with Planning and Assessment and Jerrold Harris. Ted Roggenbuck and Angela LaValley offered to consult

Ted Roggenbuck moved to table ATHLETICS 111 and make revisions. Linda Neyer seconded the motion. Motion to table ATHLETICS 111 passed by voice vote.

4. Chair Remarks –

A. Ongoing discussion of transfer credits

An Excel spreadsheet was obtained from the Registrar's Office with 17,000 potential transfer courses. Preliminary sorting was done by Linda Neyer and statistical analysis will continue with OPA. According to Ted, the Chair of English has coordinated with the Registrar to have courses that have previously transferred as equivalent to ENGLISH 201 "Composition II," transfer instead as INTSTUDY 204, a writing/research course approved for GEPs in Goal 1 and Goal 2. Sheila noted that it is a federal regulation to have information on transfer credits for students. BU is working toward compliance.

B. Updated draft of assessment plan

The GE Assessment Plan and Flow Chart drafts were reviewed. On the General Education Assessment Plan document, suggestions were made to delete the last sentence in the first paragraph, and to change the left hand area of the graph (bottom of page one) to Year 1, Year 2 etc. instead of actual years. Both the flow chart and narrative document will be refined and submitted for a vote at the next GEC meeting.

Ted Roggenbuck recommended the motion to put the assessment plan document on the next agenda with corrections. Molly Marnella seconded the motion.

Motion was passed by a voice vote

C. Ongoing discussion 2nd Language

Data trends continue to be assessed in order to identify possible improvements related to Goal 8. According to data from OPA, 219 students need to take a course for goal 8 by graduation this spring. This number is considerably lower than expected.

D. Other

- The vacant GEC member position (COE) will be filled via the university-wide upcoming election
- CGA meets tonight, and student representatives for GEC have been requested
- Extra thanks to Carolyn LaMacchia for representing GEC at the BUCC meetings this semester

The meeting adjourned at 4:15 PM.

Minutes – General Education Council, September 28, 2015

Mindi Miller called the meeting to order at 2:07 PM on Monday, September 28, 2015, in the Schweiker room in Andruss Library.

Members Present: Molly Marnella, Mindi Miller, Marianna Wood, Ted Roggenbuck, Shane Jaynes, Sheila Dove-Jones, Linda Neyer, Carolyn LaMacchia, Todd Shawver, Sharlene Gilman, Michael Stephans, George Agbango, Michael McFarland, (Angela LaValley excused)

Guests: Jerrold Harris, Swapan Mookerjee, Bob Heckrote, Brandon Lang

- **Announcement:**

The Division of Student Affairs announced the appointment of Mr. Michael McFarland to the GEC to represent the division. Ms. Gretchen Osterman was thanked for her service as the Student Affairs representative since August, 2011.

1. Approval of the Agenda of September 28, 2015

Shane Jaynes moved to approve the agenda, seconded by Todd Shawver.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of September 14, 2015

Marianna Wood noted that Ted Roggenbuck proposed EXERSCI 278 and EXERSCI 150 together not separately.

Carolyn LaMacchia moved to approve the minutes, seconded by Michael Stephans.

Motion to approve the minutes passed by voice vote with corrections suggested.

3. **Course Proposals**

- A. Sociology

Ted Roggenbuck made a motion to recommend SOC 213 to BUCC for Goal 6 Social Sciences for 3 GEP's. Marianna Wood seconded the motion.

Brandon Lang presented.

- i. SOC 213

Recommended changes included:

- Doc P – Check Modify and Undergraduate
- Doc Q – Change Fall 2015 to Spring 2016
- #11 – Add Modified Rubrics by Value Rubric

- Justification – add two more sentences
- Rubric – Add Course Name and Course Number at the top

Motion to recommend SOC 213 to the BUCC with 3 GEP's toward Goal 6 Social Science with revisions passed by voice vote.

B. Exercise Science

Sheila Dove-Jones moved to remove from the table EXERSCI 150 and EXERSCI 278 and recommend to the BUCC. Seconded by Michael McFarland. The motion to remove was passed without objection.

i. EXERSCI 150

Ted Roggenbuck asked to amend his original motion for reviewing both courses to reviewing each course separately; therefore he moved to recommend EXERSCI 150 to BUCC for Goal 9 Healthy Living for 2 GEP's. Michael McFarland seconded the motion.

Swapan Mookerjee presented.

Recommended changes included:

- Section 10 –new rubric element for goal 1 suggested, consider new rubric “Foundations and Skills for Lifelong Learning” (6 people agreed with 3 abstaining)
- Take off “class attendance and participation”
- Add modified Rubric

Motion to recommend EXERSCI 150 to the BUCC with 2 GEP's toward Goal 9 with revisions passed by hand vote. Passed unanimously.

ii. EXERSCI 278- Yoga Concepts

Michael Stephans made a motion to recommend EXERSCI 278 to BUCC for Goal 9 Healthy Living for 2 GEP's. Michael McFarland seconded the motion.

Swapan Mookerjee presented.

Recommended changes included:

- Q3- Change EXERSCI 150 to EXERSCI 278
- #11- Grid line for #3 and #5 add N/A as well
- #10- Include student class size when space becomes available
- Rubric- Take off #3 and #5
- Add Modified Rubric

Motion to recommend EXERSCI 278 to the BUCC with 2 GEP's toward Goal 9 with revisions passed by hand vote. Linda Neyer abstained, stating she only heard part of the discussion.

4. Chair Remarks –

A. Ongoing discussion of transfer credits

Ongoing data collection and transfer credit trends discussed. In addition in GEP logistics, Sheila noted that numbers have decreased, resulting in possible loss of revenue.

B. Updated draft of assessment plan

GE Assessment Draft and Chart handouts provided. S. Jones and G. Agbango revisited key concepts, such as the GEC “recommending” versus “reporting” to BUCC and the role of the Office of Planning and Assessment, especially as reflected on the chart. The GEC will continue to review and revise.

C. Ongoing discussion 2nd Language

Recent emails were summarized in relationship to FLPT and Goal 8. GEC members agree that Petitions for Exceptions (waivers) are not the best way to handle this issue, although this is an interim solution. TOEFL and SASAS tests may be useful, and alternatives will continue to be considered.

D. Other

- Alternative methods for tracking CLE's and GEPs were discussed. Developing an “Intention form” is an option, since CLE Rosters are not practical via the usual Registrar's process. At the end of each semester, student CLE (with approved GEPs) completions would be sent to the Registrar's Office for GEPs and to the OPA for usual GEP assessment procedures. Possible protocols for housing and managing an “Intention Form” process will be addressed by M. McFarland and M. Miller, and the GEC will continue to discuss.

E. Open Forum

- Sept. 17, 2015 “The Voice” article “Goal 9 not needed” was distributed. Student views were considered and inaccuracies in the article were noted. No formal response is needed by the GEC
- Reminder of GEC/BUCC Reception October 1, 2015 at 4:30 p.m.

The meeting adjourned at 4:00 PM.

Minutes – General Education Council, October 12, 2015

Mindi Miller called the meeting to order at 2:05 PM on Monday, October 12, 2015, in the Kehr Union room 230

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Carolyn LaMacchia, Todd Shawver, Michael Stephans, Michael McFarland, Angela LaValley

Guests: Bob Heckrote

1. Approval of the Agenda of October 12, 2015

Carolyn LaMacchia moved to approve the agenda, seconded by Angela LaValley.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of September 28, 2015

Michael McFarland moved to approve the minutes, seconded by Carolyn LaMacchia.

Motion to approve the minutes passed by voice vote with Angela LaValley abstaining due to her absence.

3. **Drafts to Finalize**

A. Second Language Draft

Angela LaValley offered to take a look at the Second Language Draft and add items that were discussed at the retreat.

B. Updated Draft of Assessment Plan

The Assessment Plan and Flow Chart Drafts were updated during this meeting. The two files were saved and sent to Mindi Miller to distribute.

Angela LaValley made a motion to update the drafts further and for Mindi Miller to send out to the body as a whole via email for a vote. Linda Neyer seconded the motion.

The meeting adjourned at 4:15 PM.

Minutes – General Education Council, October 26, 2015

Mindi Miller called the meeting to order at 2:05 PM on Monday, October 26, 2015, in the Kehr Union room 230

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Carolyn LaMacchia, Michael Stephans, Michael McFarland, Angela LaValley, Shane Jaynes, Sharlene Gilman, Brooke Lylo, Molly Marnella, Jerrold Harris

Guests: Bob Heckrote, Kathleen Heitzman, Devon Manney

1. Approval of the Agenda of October 26, 2015

Marianna Wood moved to approve the agenda, seconded by Angela LaValley.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of October 12, 2015

Michael McFarland moved to approve the minutes, seconded by Carolyn LaMacchia.

Motion to approve the minutes passed by voice vote with three abstaining due to absence.

3. **Proposals**

A. Athletics 111

Carolyn LaMacchia moved to remove from the table Athletics 111 and recommend to the BUCC. Seconded by Molly Marnella. The motion to remove was passed without objection.

Kathleen Heitzman presented the revised proposal.

Recommended changes included:

- Q2- Remove 1st sentence and put in Q3 instead
- Q2- add “per sport”
- Q2- add period after (NCAA Rule), and comma after i.e.
- Syllabus- remove (Working Title II)
- Syllabus- change the 1st submitted date to the date curriculum started
- Attach OPA approval letter of new element
- Capstone- use different terminology instead of BMI
- Learning Objective- 1 and 2 need action verb
- #3- N/A, remove element, N/A only have SLO#’s 1, 2 and 4 (no #3)
- #13- take out “student assessment” words

Motion to recommend ATHLETICS 111 to the BUCC with 1 GEP toward Goal 9 with revisions passed by voice vote. Passed unanimously.

B. Nursing 240

Ted Roggenbuch made a motion to recommend NURSING 240 to BUCC for 2 GEP's for Goal 4 Cultures and Diversity and 1 GEP for Goal 10 Citizenship. Jerrold Harris seconded the motion.

Devon Manney presented the proposal.

Recommended Changes Included:

- Q2- match up each GEP with the rational
- Q2- consider removing 2/3 and changing to "significant amount"
- #10- change online to "Distance Education"
- #10- change class size to "traditional setting"
- #11- reword "identify beliefs about women"
- #14- add multiple choice questions into table, delete 1st and 2nd sentences, add "as requested by GEC", take out "semester the course was taught"
- Rubric- title got cutoff when printed
- Rubric- change #1 objective to: "identify one's own cultural beliefs how it compares to other cultural beliefs and how it affects one health care"
- Rubric #1-remove "across cultures"
- Rubric #1- use Cultural Self-Awareness rubric instead
- Rubric #3- use Knowledge of Cultural World View Frameworks rubric instead
- Rubrics #8 and #9- should both be "Initiative" under Elements Column, change 11 Student Learning Objectives to match this
- Rubric #8- add "presentations"

Motion to recommend NURSING 240 to the BUCC with 2 GEP'S toward Goal 4 Cultures and Diversity and 1 GEP for Goal 10 Citizenship with revisions passed by voice vote with 1 abstaining.

4. Second Language Draft

Angela LaValley reviewed possible changes on the Second Language Draft. All members were given a copy to review and to discuss at the next GEC meeting. Angela LaValley will email GEC members with her additional thoughts as well.

5. Assessment Plan and Flow Chart Drafts

Vote was taken for the drafts with 8 yes, 1 no and 2 abstaining from the vote.

Mindi Miller suggested that we look at the suggestions by Linda Neyer, since we have time to review the drafts again, before proposing these drafts at the next BUCC meeting. Possible changes now include adding GEC "Findings"/Recommendations to the chart, and changing the

word to “Responses” instead of Communication on the flow chart. Other minor revisions were presented by Linda Neyer related to the narrative Assessment Plan Draft.

Ted Roggenbuch recommended the drafts with final revisions as suggested by Linda Neyer be sent to the BUCC. Michael Stephans seconded. Passed by voice vote.

6. CLE Draft

Mindi Miller noted that there are still logistical issues being discussed concerning the rosters and processing of GEPs for CLEs.

7. Ongoing work on GEP’s and Transfer Credits

Many of the EXERSCI 199/299 transfer courses are activity courses, similar to the BU EXERSCI activity courses but with different activities that BU doesn’t offer. Marianna Wood suggested instead of transferring the courses as 199 with no GEPs, the transfer activity courses could be transferred as 197 with 1 goal 9 GEP (1 credit courses) or 198 with 2 goal 9 GEPs (2 credit courses). Perhaps Admissions or the Registrar could provide a list of EXERSCI 199 courses being transferred each semester, and either Exercise Science or the GEC could approve activity courses as 197 or 198 with GEPs.

Jerrold Harris made a motion to adjourn the meeting. Shane Jaynes seconded.

The meeting adjourned at 4:15 PM.

Minutes – General Education Council, November 9, 2015

Mindi Miller called the meeting to order at 2:05 PM on Monday, November 9, 2015, in the Kehr Union room 230.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Carolyn LaMacchia, Michael Stephans, Angela LaValley, Shane Jaynes, Brooke Lylo, Molly Marnella, Sheila Jones, Todd Shawver

Guests: Bob Heckrote, Pam Smith, Morgana Miller, Tom Kresch

1. Approval of the Agenda of November 9, 2015

Linda Neyer moved to approve the agenda, seconded by Sheila Jones.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of October 26, 2015

Shane Jaynes moved to approve the minutes, seconded by Michael Stephans.

Motion to approve the minutes with revision passed by voice vote with two abstaining due to absence.

3. **Proposals**

A. AUDSLP 498/598- Academic Reading/Writing for English Language Learners

Linda Neyer made a motion to recommend AUDSLP 498/598 to BUCC for Goal 1 Communication for 1 GEP and Goal 8 Second Language for 2 GEP's. Todd Shawver seconded the motion.

Pam Smith and Morgana Miller presented on behalf of Kim Cardimona.

Recommended changes included:

- Presenters need to first determine if they need to submit the proposal as AUDSLP 498 alone or submit it dually as AUDSLP 498/598. This answer will determine some of the changes needed (either adding items for the graduate piece or taking them out completely)
- Q1- Capitalized ESOL wording
- Q2- Hyphenate all credit wording
- Q2- Threefold should be one word
- Q2- Mention undergrad goals/more explanation
- Q2- Change start semester
- Syllabus- Catalog description should start with a verb (Provides suggested)
- Syllabus- Date prepared

- Methods- Class size justification
- Methods- Possibly changing the wording “writing process”
- #11- Take out the wording “coincide with Written Communication and Reading Value Rubrics”
- #11—Number the objectives
- #11- Learning objectives may change depending on if course is done singly or dually
- Justification-Make same spacing and font as rest of document and some of additional explanation can be pulled from Q2 information
- Student Assessment #12- Take out scores of “212-246” and reword
- Student Assessment #12- Add “matriculated non-native students”
- Student Assessment #12- Should link to Value Rubric
- Student Assessment #12- Use “accumulate” instead of “culminate”
- Student Performance #13- Should reference what students get graded on
- Student Performance #13- Move last sentence in #13 to #14
- Course Assessment #14- Assessment course reporting data
- Rubrics- Number and Angela LaValley is going to help in fixing

Linda Neyer moved to table the proposal. Seconded by Ted Roggenbuch. Motion to table passed by voice vote.

4. Assessment Plan and Flow Chart Drafts

Mindi Miller and Carolyn LaMacchia provided an overview of BUCC’s discussion after the first reading of the GE Assessment Plan and Flow Chart drafts. The GEC supported these refinements based on BUCC review to date, and consensus will be emailed to Bruce Candlish to show ongoing agreement from the GEC. Additional changes are expected and will be discussed with the GEC after the second BUCC reading.

5. Second Language Draft

Angela LaValley presented work on the second language draft. She will continue to address the CASAS test and proficiency with Kim Cardimona, the possibility of using additional CLEP tests, and other possible insight from Accommodative Services.

6. Transfers

Marianna Wood is composing suggestions for using 198 or similar numbering system to assist with the documentation of GEPs for transfers, such as exercise courses.

7. ROTC

Bob Heckrote spoke about the GEP possibilities for ROTC. He noted that Exercise 100 is not on the approved course list. GE points for military service and ROTC was discussed, and a plan for drafting of a proposed course is underway for all branches.

Linda Neyer made a motion to adjourn the meeting. Molly Marnella seconded.

The meeting adjourned at 4:05 PM.

Minutes – General Education Council, February 1, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, February 1, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Carolyn LaMacchia (Lauren Powell sub), Michael Stephans, Shane Jaynes, Brooke Lylo, Molly Marnella, Sheila Jones, Todd Shawver, Tom Kresch, Sharlene Gilman, Jerrold Harris

Guests: Bob Heckrote, Bruce Candlish, Michelle Ficca, Sheila Hartung, Lori Metzger, Nick Stepanik

1. Approval of the Agenda of February 1, 2016

Linda Neyer moved to approve the agenda, seconded by Marianna Wood.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of November 23, 2015

Sheila Jones moved to approve the minutes, seconded by Ted Roggenbuck.

Motion to approve the minutes passed by voice vote.

3. **Proposals**

A. Dance 223 Intermediate Jazz Dance II (2 GEP's Goal 9 Healthy Living)

Shane Jaynes made a motion to recommend Dance 223 to BUCC for Goal 9 Healthy Living for 2 GEP's. Ted Roggenbuck seconded the motion.

Bruce Candlish presented.

Recommended changes included:

- Q1- Change date for Fall 2016
- Q2- Add the word "completed" to the sentence starting with Additionally
- Q2- Un-capitalize bibliography
- Syllabus- fix indents to match
- #10- Change to "NASD guidelines"
- #11- Consider changing Curiosity Element to Transfer Element
- #12- Take out "SLO's may be assessed using"
- #14- Add "requested by GEC"
- #14- Take "attendance" out
- #15- place films in this category

Motion to table Dance 223 with 2 GEP's for Goal 9 Healthy Living was recommended by Ted Roggenbuck and seconded by Linda Neyer. Motion was passed by voice vote.

B. Nursing 410 Public Health Nursing (2 GEP's Goal 4 Cultures and Diversity and 2 GEP's Goal 10 Citizenship)

Linda Neyer made a motion to recommend Nursing 410 to BUCC for 2 GEP's Goal 4 Cultures and Diversity and 2 GEP's Goal 10 Citizenship. Molly Marnella seconded the motion.

Sheila Hartung presented the proposal.

Recommended changes included:

- Q2- Add "as well as" to 3rd paragraph 3rd line
- Capitalize Health Promotion at all times throughout document
- Clean up Q2
- Methods- Under on line sections change "complex" to "complex"
- #12- Change "assure" to "ensure"
- #14- Take out "guidelines" make it "Value Rubrics" and fix Rubric Heading
- Justification- should be "Cultures and Diversity" not "Intercultural Knowledge"

Motion to recommend Nursing 410 to the BUCC with 2 GEP's toward Goal 4 Cultures and Diversity and 2 GEP's Goal 10 Citizenship with revisions passed by voice vote.

C. Nursing 307 Contemporary Health Care Issues of Aging (1 GEP Goal 1 Communication and 2 GEP's Goal 4 Culture and Diversity)

Linda Neyer made a motion to recommend Nursing 307 to BUCC for 1 GEP Goal 1 Communication and 2 GEP's Goal 4 Culture and Diversity. Sheila Jones seconded the motion.

Lori Metzger presented the proposal.

Recommended changes included:

- Q2- Change "largest" to "larger population"
- Q2- change student to "students"
- Student Learning Objectives #9- Make rubric Knowledge instead of Curiosity
- #14- add "Value Rubrics are used to assess"
- Rubric- take out 2nd line in title starting with "For More Information..."

Motion to table Nursing 307 for 1 GEP Goal 1 Communication and 2 GEP Goal 4 Culture and Diversity recommended by Marianna Wood and seconded by Ted Roggenbuck. Motion was passed by voice vote.

4. Assessment Plan & Chart Drafts and GEP logistics

Mindi Miller reviewed three GEC requests recently discussed with Dr. Agbango. The first related to obtaining final Assessment Plan administrative approval. Until this plan is approved, the GEC cannot proceed with the Specialty Groups. The second concerned possible solutions for tracking

and documenting GEPs for CLEs. Lastly, the logistics for getting GEPs for non-equivalent transfer courses. Dr. Agbango discussed these three requests and will continue to address GE progress.

5. Second Language Draft

Mindi Miller reported that she and Jerrold Harris met with Chris Donahue to review GEC progress toward the GEP logistics for Goal 8 second language for international students. There was agreement for a Registrar-managed GEP process for foreign-speaking international students who successfully completed the TOEFL and English 101 and thus met GE Goal 8.

6. Ongoing work on GEP's, Transfer Credits and Seniors

Nick Stapanik, statistical analyst, displayed his preliminary assessment of the percentages of seniors that have met the required GE points and discipline requirements. He noted that more details about transfers and associated GEPs is still pending. Also, students under the old GE program will be separated from the preliminary data sheets, thus improving the GEP completion stats for seniors. Nick will also review the data for language tests and English 101 to verify that GEP points have been awarded and are part of the completion data.

7. Other

Jerrold Harris went over the General Education Submission Rates for data by colleges. He reminded the committee that year 2014 represented goals 1, 2, and 3, while goals 4, 5 and 6 relate to year 2015.

8. Chair Remarks

The discussion of non-equivalent transfer courses and the lack of GEPs (and the associated abundance of waivers/petitions) was discussed at the last BUCC meeting. Mindi Miller explained that the GEC has been gathering transfer data since the summer 2015, and the GEC continues to address these trends. Also noted are the informal sessions being done by GEC members to assist faculty with their Omnibus and Master Course Syllabus for GEPs. From this consultation, it is noted that a few faculty members are reviewing their course GEPs and GE goals for slight revisions, i.e., exchanging GEP Goal weights within a course. These reflections demonstrate assessment of GEP trends and subsequent GE headway.

Molly Marnella made a motion to adjourn the meeting. Carolyn LaMacchia seconded. The motion was passed by a voice vote.

The meeting adjourned at 4:10 PM.

Minutes – General Education Council, February 15, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, February 15, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Carolyn LaMacchia Michael Stephans, Shane Jaynes, Brooke Lylo, Sheila Jones, Michael McFarland, Angela La Valley, George Agbango, Sharlene Gilman

Guests: Bob Heckrote, Tim Oleksiak, Terry Riley, Nick Stepanik

1. Approval of the Agenda of February 15, 2016

Marianna Wood moved to approve the agenda, seconded by Linda Neyer.

Motion to approve the agenda with revision passed by voice vote.

2. Approval of Minutes of February 1, 2015

Linda Neyer moved to approve the minutes, seconded by Shane Jaynes.

Motion to approve the minutes with revisions passed by voice vote with two abstaining due to absence.

3. **Proposals**

A. English 101 Foundations of College Writing (3 GEP's Goal 1 Communication)

Linda Neyer made a motion to recommend English 101 to BUCC for Goal 1 Communication for 3 GEP's. Michael Stephans seconded the motion.

Timothy Oleksiak presented.

Recommended changes included:

- Q1- Change effective date to Summer 2016
- Q1- Change word to "previous"
- Q2- Last sentence in paragraph 1 "student's progress"
- Q2- Uncap "sections" in 2nd paragraph last line
- Q2- reference "objectives" again in 1st paragraph sentence that starts with "It will also better serve"
- #14- Make Course Assessment in bold
- Rubric- Add course name, dept and number
- Rubric- add page break to second rubric

Motion to recommend English 101 for 3 GEP's for Goal 1 Communication to BUCC with revisions passed by voice vote.

B. Honors 156 Honors Popular Literature (2 GEP's Goal 7 Arts and Humanities and 1 GEP Goal 1 Communication)

Linda Neyer made a motion to recommend Honors 156 to BUCC for Goal 7 Arts and Humanities for 2 GEP's and Goal 1 Communication for 1 GEP. Michael Stephans seconded the motion.

Terry Riley presented.

Recommended changes included:

- Q2- Second paragraph 3rd line capitalize "General" Education
- #14- Change 152 to 156
- #14- Take out "as required by the Office of Planning and Assessment"
- Rubric- Number last rubric element

Motion to recommend Honors 156 for Goal 7 Arts and Humanities 2 GEP's and Goal 1 Communication 1 GEP to BUCC with revisions passed by voice vote.

4. Assessment Plan & Chart Draft

Mindi Miller reviewed the status of the previously submitted GEC Assessment Plan for approval. BUCC passed the draft and forwarded it to the Provost, resulting in a proposed change for the last sentence: *BUCC will review the GEC findings for endorsement and forward to the Provost.* Dr. Agbango commended the GEC for the work done to date on this plan.

Ted Roggenbuck made a motion to approve the one-sentence revision on the Assessment Plan to be returned to the BUCC. Angela La Valley seconded. The motion passed by voice vote.

5. Second Language Draft

There is consensus that GEPs for Goal 8 be awarded to non-native-speaking English international students who pass both the TOEFL and English 101. It was suggested that additional GE Guidelines, rather than an official PRP be considered for second language GEPs. Sheila Dove-Jones remarked that additional improvements for Goal 8 should be discussed, such as methods for encouraging students to take the placement test their freshmen year. Ted Roggenbuck suggested a possible change of ASL to 1 GEP instead of 2 GEP's. Another recommendation related to having 1 GEP for each semester of a language course, instead of 2 GEPs after the second semester. Mindi Miller suggested ongoing discussions, with the Language and Cultures Department, considering that Goal 8 has the lowest or slowest achievement of all the GE Goals.

6. Ongoing work on GEP's, Transfer Credits and Seniors

Nick Stapanik, statistical analyst, displayed his updated percentages of seniors (with expected graduation date of May 2016) who met the required GE points and discipline requirements. He also presented data on transfer courses per department, with a total of 2390 students since 2012. Nick continues to work with Deb Pavlick to obtain more specific data about transfers, GEPs, and waivers/petitions. Michael McFarland reminded the GEC that Performance Funding is in jeopardy if BU is not transfer friendly.

7. Chair Remarks

Mindi reminded the GEC that she will not be at the Wednesday BUCC meeting due to traveling with others on the committee to present at the AAC&U conference in New Orleans. Ted Roggenbuck volunteered to attend the BUCC meeting as the GEC rep this week.

Angela La Valley made a motion to adjourn the meeting. Linda Neyer seconded. The motion was passed by a voice vote.

The meeting adjourned at 3:40 PM.

DOCUMENTS ASSOCIATED WITH THIS MEETING

<S:\BU Documents\General Education Council\February 15, 2016\GE-AssessmentPlanRevisedDraft2-15-15.docx>

<S:\BU Documents\General Education Council\February 15, 2016\GEPs2-5-16seniors.docx>

<S:\BU Documents\General Education Council\February 15, 2016\NoChange-GE-AssessFlowChartDraft11-18-15.docx>

<S:\BU Documents\General Education Council\February 15, 2016\Copy of Transfer GEP Courses Since 2124.xlsx>

Minutes – General Education Council, February 29, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, February 29, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Carolyn LaMacchia, Loreen Powell, Michael Stephans, Shane Jaynes, Brooke Lylo, Angela La Valley, Sharlene Gilman, Molly Marnella, Todd Shawver, Jerrold Harris

Guests: Bob Heckrote, Bruce Candlish, Andrea Fradkin, Bob Aronstam

1. Approval of the Agenda of February 29, 2016

Linda Neyer moved to approve the agenda, seconded by Marianna Wood.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of February 15, 2015

Marianna Wood moved to approve the minutes, seconded by Ted Roggenbuck.

Motion to approve the minutes passed by voice vote with two abstaining due to absence.

3. **Proposals**

A. Dance 223 Intermediate Jazz Dance for 2 GEP's in Goal 9 Healthy Living

Marianna Wood moved to remove Dance 223 from the table and recommend to the BUCC for 2 GEPs toward Goal 9. Loreen Powell seconded the motion.

Bruce Candlish presented.

Recommended changes included:

- **Omnibus**- check the class size box
- **Q1**- un-capitalize Bibliography
- **Q2**- Spell out General Education
- **Q3**- add the word "that" after the word notes
- **Syllabus #11**- capitalize General Education in the bottom of paragraph
- **Syllabus #11**- note Value Rubrics are modified on Transfer Element
- **Syllabus #12**- #4 capitalize all items
- **Syllabus #14**- take out annually in last sentence

Motion to recommend Dance 223 for 2 GEP's for Goal 9 Healthy Living to BUCC with revisions passed by voice vote.

B. Exersci 321 (changing to 261) First Aid and Safety for 2 GEP's Goal 10 Citizenship

Linda Neyer made a motion to recommend Exersci 321 (changing to 261) to BUCC for Goal 10 Citizenship for 2 GEP's. Michael Stephens seconded the motion.

Andrea Fradkin presented.

Recommended changes included:

- **Omnibus**- change course # to 261 in the short title
- **Q1**- change date to Summer 2016
- **Q2**- add words in parentheses after the 1st sentence instead of in the middle
- **Syllabus**- add "Master" to title
- **Syllabus #9**-remove parentheses from "expressed" in item d
- **Syllabus #10**- adjust wording to make more secure; lead with "equipment and certification"
- **Syllabus #11**- under Student Learning Objectives #1 add "working through the process" after the word obtaining
- **Syllabus #11**- under the General Education Justification make the case for the 2 GEP's for Citizenship
- **Syllabus #14**- delete sentence discussing sampling
- **Syllabus #14**- get rid of "yearly" and add "Assessment data will be reported to the Office of Planning and Assessment as requested by the General Education Council."
- **Rubric**- add title as 261 First Aid and Safety

Linda Neyer made a motion to table with Marianna Wood seconding. After much discussion the motion and second to table were withdrawn.

Motion to recommend with revisions Exersci 321 (changing to 261) to BUCC for Goal 10 Citizenship for 2 GEP's passed by voice vote.

4. Ongoing Work/Other

- Mindi Miller shared three new publications on transfers that were purchased at the recent AAC&U New Orleans Conference attended with three other GEC members. BU transfer data is being collected by Nick Stepanik, and once this additional information is received, the GEC will further address transfers and potential GEP credits.
- Brook Lylo commented that ASL faculty are taking a second look at possible GEP's for this course.
- Mindi will attend the BUCC meeting this week. On the agenda is the one-sentence recommended change by the Provost to the previously-approved GE Assessment Plan by BUCC. Once this minor refinement is approved by BUCC (hopefully on 3/14/16) the GE Assessment Plan and Flow Chart will be returned to the Provost for final signature. The GEC will then need to address the organization of Specialty Groups, per this first official GE Assessment Plan.

5. Ongoing Work/Other - *Continued*

- The members were asked about possible dates for the GEC summer retreat. There was agreement for a 1-2 day GE Retreat two weeks before the start of the semester.
- Linda Neyer announced an open webinar on Thursday March 3rd from 1-2 p.m. in the library classroom regarding Credo Learning Outcomes Courseware. This software may be beneficial for assisting with GE content and skills as well as providing a library-based resource for research and information literacy.

Ted Roggenbuck made a motion to adjourn the meeting. Jerrold Harris seconded the motion. The meeting adjourned at 3:23 p.m.

Minutes – General Education Council, March 14, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, March 14, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Carolyn LaMacchia, Loreen Powell, Michael Stephans, Shane Jaynes, Brooke Lylo, Angela La Valley, Sharlene Gilman, Todd Shawver, Jerrold Harris, Sheila Jones, Michael McFarland

Guests: Bob Heckrote, Chris Podeschi, Megumi Omori

1. Approval of the Agenda of March 14, 2016

Michael McFarland moved to approve the agenda, seconded by Sheila Jones.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of February 29, 2016

Shane Jaynes moved to approve the minutes, seconded by Linda Neyer.

Motion to approve the minutes passed by voice vote with revision with one abstaining due to absence.

3. **Proposals**

A. SOC231 Marriage and Family for 1 GEP Goal 4 Cultures and Diversity and 2 GEP's Goal 6 Social Sciences

Ted Roggenbuck moved to recommend SOC231 to the BUCC for 1 GEP toward Goal 4 and 2 GEP's toward Goal 6. Sheila Jones seconded the motion.

Chris Podeschi and Megumi Omori presented the proposal.

Recommended changes included:

- **Omnibus**- make short title match pages 2-4
- **Q2**- change date to Fall 2016
- **Q2**- take out "the" before marriage and family 3rd line second paragraph, add a comma after the word "family" and un-plural the word "Cultures"
- **Syllabus #6**- change to "Cultures"
- **Syllabus #8**- use the word "affect" ongoing and take out all "affected/affects"
- **Syllabus #9**- bulk up content
- **Syllabus #10**- look at BUCC approved courses for wording on class sizes
- **Syllabus#11**- #4 change wording to "affects family processes and forms of the family"
- **Syllabus#11**- create a paragraph below the Student Learning Objectives with the information from Q2
- **Syllabus #12**- describe assessment a little more
- **Syllabus #14**- change to make all caps VALUE RUBRICS

- **Syllabus #14-** change wording to the standard sentence “Results will be reported to the Office of Planning and Assessment as requested by the GEC.”
- **Syllabus #15-** fix Supporting Materials and References section

Motion to recommend SOC231 for 1 GEP Goal 4 Cultures and Diversity and 2 GEP’s Goal 6 Social Sciences to BUCC with revisions passed by voice vote.

4. Ongoing Work/Other

- The General Education Assessment Plan has been revised according to the requests from BUCC and will go back to the Provost to review and sign.
- Specialty Groups are still being discussed. Mindi Miller suggested getting one representative from each college.
- The committee was asked if anyone would be interested in being a paid Summer Fellow to help.
- The yearly assessment focus was discussed within the context of Middle States being here 2018-2019. Goals 1-6 were addressed for assessment feasibility within the time of the Middle States review.
- Angela LaValley remarked we are behind on the reports for Year 1 Goals 1-3. We are starting to collect data for Goals 4-6.
- Several members of GEC concurred that the deadline should be pushed back to mid-fall semester for GEASAR’s.
- Michael McFarland suggested talking at the Department Chair Meeting this Friday 3/18/16. The consensus was this meeting would be for information and updating of plans for artifacts and GESAR reporting. M. Miller will seek to attend Friday’s meeting, and M. Wood volunteered to also attend.
- It was confirmed that GE data for goals 4-6 will be collected during the summer. Jerrold Harris will bring a schedule for upcoming collecting to the next meeting for approval.

5. Chair Remarks

- There is a sub-group within the GEC who have done presentations and are writing manuscripts for possible publications. These ongoing scholarly GE activities for presentations and publications are open to anyone. Please see Mindi if interested in participating.

Jerrold Harris made a motion to adjourn the meeting. Michael McFarland seconded the motion. The meeting adjourned at 3:40 p.m.

Minutes – General Education Council, March 28, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, March 28, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Loreen Powell, Michael Stephans, Shane Jaynes, Brooke Lylo, Angela La Valley, Sharlene Gilman, Todd Shawver, Sheila Jones, Michael McFarland, Molly Marnella

Guests: Dione Somerville, Tom Kresch, Jeff Long, George Kinzel, Ed Volvage

1. Approval of the Agenda of March 28, 2016

Todd Shawver moved to approve the agenda, seconded by Shane Jaynes.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of March 14, 2016

Linda Neyer moved to approve the minutes, seconded by Michael McFarland.

Motion to approve the minutes passed by voice vote.

3. Approval of GEC Meeting Dates for 2016/2017

Sheila Jones moved to approve the meeting dates, seconded by Loreen Powell with 1 abstention.

A. History 131 History of Asian Civilizations to 1500 for 1 GEP Goal 1 Communication and 2 GEP's Goal 4 Cultures and Diversity

History 132 History of Asian Civilization since 1500 for 1 GEP Goal 1 Communication and 2 GEP's Goal 4 Cultures and Diversity

History 141 Imperialism and Colonialism in Modern East Asia for 1 GEP Goal 1 Communication and 2 GEP's Goal 4 Cultures and Diversity

Ted Roggenbuck moved to recommend History 131 History of Asian Civilizations to 1500, History 132 History of Asian Civilization since 1500, and History 141 Imperialism and Colonialism in Modern East Asia to the BUCC each having for 1 GEP toward Goal 1 and 2 GEP's toward Goal 4. Linda Neyer seconded the motion.

Jeff Long presented the proposals.

Recommended changes included:

- **Syllabus**- All three proposals add explanation of Communication Goal in sections 10, 11, and 12
- **Syllabus #14**- All three proposals add "as requested by the GEC"
- **Q2**- Proposal 131 add teaching of the Communication Goal here
- **Q2**- Proposal 131 use either all caps GENERAL EDUCATION or General Education throughout

- **Syllabus**- Take out General Ed in the goal box
- **Syllabus #10**- Add feedback to this section
- **Syllabus #11**- take out all the etc. and add information instead
- **Syllabus #12 and #13**- Swap content between these two items
- **Syllabus #11**- add “modified” in #2
- **Rubric**- Keep Rubric but change element. Suggestions were to possibly use Genre Element or to make a new element and use the language that is already there

Marianna Wood motioned to Table all three proposals. Seconded by Ted Roggenbuck.

B. CLE 101 Student Affairs Leadership Certification Program for 1 GEP Goal 10 Citizenship

Michael McFarland moved to recommend CLE 101 to the BUCC for 1 GEP Goal 10 Citizenship. Molly Marnella seconded the motion.

George Kinzel presented the proposal.

Recommended changes included:

- **Q1**- Change course abbreviation to Leadership Cert.
- **Syllabus #6**- Box in and add “Goal 10”
- **Syllabus #10**- Take out 1st sentence
- **Syllabus #10**- Take out “Husky Sync”
- **Syllabus #11**- Clarify assessment tool examples
- **Syllabus #12**- Add “a student’s” to 4th sentence
- **Rubric**- Add actual name to Rubric and make them separate

Motion to recommend CLE101 for 1 GEP for Goal 10 Citizenship to BUCC with revisions passed by voice vote.

4. PRP Revisions-GE Suggestions

Mindi Miller distributed rough draft of potential PRP 3612 changes. She suggested that GEC members make revisions and recommendations to discuss at the next meeting. There isn’t much time to make suggestions, since BUCC has started the first reading process.

5. Artifacts- go live point

Jerrold Harris will soon email directions about artifact submissions. The logistics and bullet points for loading artifacts will be discussed at the next meeting. Angela LaValley questioned artifacts for videos and presentations. Mindi has already emailed for legal consultation concerning items with student identifiers, such as recorded artifacts.

6. **Credo Opportunity**

- There may be an opportunity for GEC to pilot a program called Credo that uses online tutorials for GE content like critical thinking and information literacy. Linda Neyer and Mindi Miller located possible funding via a grant. The company noted that the software can be tweaked and is also very interdisciplinary. Volunteers could obtain scholarship credit for being involved with the grant writing and pilot project using Credo in courses.
- Some concern was voiced about the program, since similar software used in California was not beneficial. Sheila Dove Jones noted that the grant process was challenging due to logistics and time constraints, especially this time in the semester. The details about the Credo software are largely unknown (such as partnership information and data to support success at other institutions), so further review is needed. At this point, a pilot project seems unlikely.

7. **Fellows and Specialty Groups**

A request for Fellows and Specialty Group volunteers was made. This would be a paid position equivalent to teaching online in the summer. The position can also be split between two people. Also, university-wide elections are upcoming, so it was suggested that anyone leaving the GEC to recruit and help mentor others running for a GEC position. New GEC members are invited to the last GEC meeting of the semester (the chair is elected for the upcoming year), and also to the summer GE Retreat.

8. **Other**

The website for GEC needs ongoing revision. This could possibly be done in conjunction with a summer fellow position.

The GEC Summer Retreat will be held on August 18th at Monty's.

9. **Open Forum**

Michael McFarland asked for clarification around previous ESL discussions. Molly Marnella responded that if these students pass the TOFFEL and English 101 they have completed what is necessary for Goal 8 GEPs. Mindi mentioned that such updating is part of the PRP 3612 that the GEC is currently reviewing for improvement, including additional details about GEPs.

Loreen Powell made a motion to adjourn the meeting. Brooke Lylo seconded the motion. The meeting adjourned at 4:05 p.m.

Minutes – General Education Council, April 11, 2016

Mindi Miller called the meeting to order at 2:03 PM on Monday, April 11, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Loreen Powell, Shane Jaynes, Brooke Lylo, Angela La Valley, Sharlene Gilman, Todd Shawver, Sheila Jones, Michael McFarland, Molly Marnella, Carolyn LaMacchia, Jerrold Harris

Guests: Bob Heckrote, Gifford Howarth, Margie Eckroth-Bucher, Noreen Chikotas, David Heineman, Timothy Oleksiak

1. Approval of the Agenda of April 11, 2016

Loreen Powell moved to approve the agenda. Ted Roggenbuck seconded the motion.

Mindi Miller added that the CREDO discussion has been taken off the agenda after speaking with Linda Neyer and also noting that there was consensus of the GEC members not to pursue without further investigation. In addition, INTSTUDY 204 has been added to the agenda at the request of BUCC for a special GEC meeting.

Motion to approve the agenda passed by voice vote with 1 nay and 1 abstention.

2. Approval of Minutes of March 28, 2016

Linda Neyer moved to approve the minutes with one-word revision, seconded by Michael McFarland.

Motion to approve the minutes passed by voice vote.

3. **Other:**

Due to time restraints of the guests, discussion as an “Other” agenda item occurred before the proposal reviews. A request for a GEC special meeting was presented by David Heineman (as a representative for Bruce Candlish) and Timothy Oleksiak. They described the need for INTSTUDY 204 Introduction of College Research Writing to be reviewed by the GEC and then BUCC prior-to the end of the semester. This proposed course adds distance education, is required by two departments, and is planned for summer session. There is also a need to shift the GEP distribution to meet program needs and content focus. After much discussion, it was decided that a special meeting needs to be held to review this course, per the request of BUCC. The GEC raised several question, and the presenters agreed to gather data on the number of students who may be affected by the shift of GEPs to determine the possible impact on current students and the Registrar.

Angela LaValley moved to hold a special meeting on Monday April 18, 2016 at 2 p.m. to discuss INTSTUDY 204 at the request of BUCC. Ted Roggenbuck seconded the motion.

Motion to hold a special meeting on April 18, 2016 at 2 pm to discuss INTSTUDY 204 passed by voice vote.

4. Proposals

A. Nursing 230 Drug Use and Abuse in Society for 1 GEP Goal 2 Information Literacy and 2 GEP's Goal 10 Citizenship

Linda Neyer made a motion to recommend to the BUCC Nursing 230 to BUCC for 1 GEP Goal 2 Information Literacy and 2 GEP's Goal 10 Citizenship. Jerrold Harris seconded the motion.

Margie Eckroth-Bucher presented the proposals.

Recommended changes included:

- **Omnibus-** Check box 4
- **Syllabus-** Add Document R to the top
- **Syllabus #10 -** Take out library assignments and replace with research assignments
- **Syllabus #10 -**Change to 20 students or "fewer"
- **Syllabus #11-** Change wording to describe or evaluate instead of review
- **Syllabus #11-** Block #4 put a space between Goal 10
- **Syllabus #12-** Change formative to summative
- **Syllabus #14-** Take out bulleted points
- **Syllabus #14-** Add more to the last paragraph
- **Rubric-** Add course and title

Motion to recommend to BUCC with revisions passed by voice vote with 2 opposing.

(It was noted that the reason for the nays related to the viewpoint that the Citizenship goal may serve students better when achieved by two different courses or experiences. Possible MyCore changes will be addressed at another time.)

B. Nursing 305 Role Development Nursing Generalist for 1 GEP Goal 2 Information Literacy

Ted Roggenbuck moved to recommend Nursing 305 to the BUCC for 1 GEP Goal 2 Information Literacy. Loreen Powell seconded the motion.

Noreen Chikotas presented the proposal.

Recommended changes included:

- **Omnibus-** Check modified box
- **Syllabus #11-** exchange out element
- **Syllabus #13-** un-plural the word management
- **Syllabus #14-** Add more language to explain what is being assessed
- **Syllabus #14-** Add a sentence to encompass all goals
- **Syllabus #14-** Change wording to "data are" instead of "data is"
- **Syllabus #15-** Take out Linda Neyer's name, fix asterisks, get rid of #'s in 1st sentence
- **Rubric-** Add course and title

Motion to recommend Nursing 305 for 1 GEP for Goal 2 Information Literacy to BUCC with revisions passed by voice vote.

C. Nursing 310 Family Nursing for 1 GEP Goal 4 Cultures and Diversity

Shane Jaynes moved to recommend Nursing 310 to the BUCC for 1 GEP Goal 4 Cultures and Diversity. Linda Neyer seconded the motion.

Noreen Chikotas presented the proposal.

Recommended changes included:

- **Q2-** Hyphen and space 3rd paragraph
- **Syllabus #10-** Put additional language for cap
- **Syllabus #11-** #4 add Intercultural Knowledge and Concepts
- **Syllabus #11-** #3 add element Intercultural Knowledge and Concepts
- **Justification-** add Goal 3 and Goal 4 justification
- **Syllabus #15-** take out Linda Neyer's name and the numbers in the first paragraph
- **Rubric-** Add course and title and and #3 SLO

Motion to recommend Nursing 310 for 1 GEP for Goal 4 Cultures and Diversity to BUCC with revisions passed by voice vote.

D. Music 174/374 Husky Marching Band for 1 GEP Goal 9 Healthy Living

Linda Neyer moved to recommend Music 174/374 to the BUCC for 1 GEP Goal 9 Healthy Living. Todd Shawver seconded the motion.

Gifford Howarth presented the proposal.

- **Q1-** Add language 0-1 credit class, fix number to new # and new title in short title
- **Q2 and Q3-** add repeatable, change to concepts of breathing
- **Syllabus-** Add Document R
- **Syllabus-** Add zero to 1 repeatable language, spell out 0 credits = no GEP's
- **Syllabus #11-** In #2 and #3 take out develop and add executes
- **Syllabus #11-** #1 add "Goal" 9 Healthy Living
- **Syllabus #11-** After #11 add a paragraph about how many hours of activity and knowledge and mirror in Q2 as well
- **Syllabus #11-** change element to Existing Knowledge Research and/or Views
- **Syllabus #14-** add "as requested by GEC" sentence
- **Syllabus #15-** put asterisks beside items that are from our library
- **Syllabus #16-** add number 16
- **Rubric-** take out the "e" in Husky

5. **PRP Revisions-GE Suggestions**

Mindi handed out PRP revisions made to date. It was suggested these be further discussed at the called special GEC meeting on April 18, 2016. Carolyn LaMacchia is going to clarify when PRP 3612 is scheduled for its first reading by BUCC.

6. **Artifacts- go live point**

Jerrold Harris remarked that the Rubrics are set up to accept artifacts, and he will be sending a link via email for the GEC members to try. The link is scheduled to go live on April 18, 2016.

Linda Neyer made a motion to adjourn the meeting. Michael McFarland seconded the motion. The meeting adjourned at 4:10 p.m.

Minutes – General Education Council, April 18, 2016

Mindi Miller called the special meeting of the GEC to order at 2:05 PM on Monday, April 18, 2016, in McCormick 3146.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Michael Stephans, Shane Jaynes, Brooke Lylo, Angela La Valley, Sheila Jones, Michael McFarland, Molly Marnella, Jerold Harris, Carolyn LaMacchia

Guest: Timothy Oleksiak

1. Approval of the Agenda of April 18, 2016

Linda Neyer moved to approve the agenda, seconded by Angela LaValley.

Motion to approve the agenda passed by voice vote.

2. **Proposal**

A. INTSTUDY 204 Introduction to College Research Writing for 1 GEP for Goal 1 and 2 GEP's Goal 2

Linda Neyer moved to recommend Intstudy 204 to the BUCC for 1 GEP Goal 1 Communication and 2 GEP's for Goal 2 Information Literacy. Ted Roggenbuck seconded the motion.

Timothy Oleksiak presented the proposal and stated that it is necessary to shift the current goals associated with the course to 1 GEP Goal 1 and 2 GEP's Goal 2 due to the course focus on information literacy in addition to the distance education option. (Currently 1 GEP Goal 1, 1 GEP Goal 2, and 1 GEP Goal 3.)

Recommended changes included:

- **Q2**- Fix all to INTSTUDY in Q2 and whole proposal
- **Q2**- Further document the Information Literacy change
- **Syllabus**- Add "Document R" at the top
- **Syllabus #10**- Use information literacy instruction instead of "library access"
- **Syllabus #10**- Further document the Information Literacy change
- **Syllabus #11**- Consider noting that all goals could be ruled as relevant
- **Syllabus #11**- #5 Change from "asking and choosing" to "Choosing and ethically using"
- **Syllabus #14**- Take out "each semester"

Motion to recommend INTSTUDY 204 for 1 GEP for Goal 1 Communication and 2 GEP's Goal 2 Information Literacy to BUCC with revisions passed by voice vote with 1 abstention.

3. **PRP Revisions-GE Suggestions**

Mindi Miller distributed proposed revisions to the PRP 3612. The revisions were discussed and GEC members agreed to email any additional suggestions for ongoing discussion at the next GEC meeting on 4/25/16.

Michael McFarland made a motion to adjourn the meeting. Linda Neyer seconded the motion. The meeting adjourned at 3:40.

Minutes – General Education Council, April 25, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, April 25, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Ted Roggenbuck, Linda Neyer, Shane Jaynes, Brooke Lylo, Angela La Valley, Todd Shawver, Sheila Jones, Michael McFarland, Molly Marnella, Carolyn LaMacchia, Michael Stephans

Guests: Bob Heckrote, Angela Hess

1. Approval of the Agenda of April 25, 2016

Marianna Wood moved to approve the agenda. Michael Stephans seconded the motion.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of April 11, 2016

Linda Neyer moved to approve the minutes. Molly Marnella seconded the motion.

Motion to approve the minutes passed by voice vote.

3. Approval of Minutes of April 18, 2016

Marianna Wood moved to approve the minutes. Michael Stephans seconded the motion.

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

4. **Proposals**

A. **Biology 205 Introduction to Nutrition for 2 GEP's Goal 9 Healthy Living**

Angela LaValley made a motion to recommend Biology 205 for 2 GEP's Goal 9 Healthy Living to the BUCC. Ted Roggenbuck seconded the motion.

Angela Hess presented the proposal.

Recommended changes included:

- Omnibus- Change effective date to Fall 2016

Motion to recommend to BUCC with revision passed by voice vote.

5. **Bylaws**

Molly Marnella recommended GEC submit the Bylaws to BUCC. Sheila Jones seconded the motion.

Recommendations changes included:

- Adding (MyCore)

- Changing first sentence in second paragraph to *The GEC will review all course, program, co-curricular learning experiences, and other proposals and activities concerning General Education and make recommendations to the BUCC.*
- Changing Director of Planning and Assessment to Vice President of Planning and Assessment
- Change from Department of Developmental Instruction to Academic Enrichment
- Change Student Life to Student Affairs

Motion to recommend the Bylaws to the BUCC with revisions passed by a unanimous voice vote.

6. PRP Revisions

Linda Neyer made a motion to recommend the PRP 3612 revisions to the BUCC. Carolyn LaMacchia seconded.

There was a discussion by the group to add more changes and Mindi recommended the members send the corrections via email and she would revise the document again, then forward to the members for a vote.

7. Chair Remarks

Mindi M. thanked GEC members Shane Janyes, Ted Roggenbuck, and Michael Stephans for their service to the GEC during this past two-year rotation. Mindi also thanked Molly Marnella, Angela LaValley and Marianna Wood for running again (and receiving the university-wide votes) for another two-year rotation on the GEC. Their renewed service is appreciated.

Mindi M. reported that despite efforts, there were no student representatives for GEC this academic year. Michael McFarland noted that there will be a Student Affairs meeting this Friday, and it is hopeful that GEC student representatives will be selected for the upcoming academic year.

The question about confidentiality and permissions for student artifacts (work such as videos) continues. Ongoing correspondence and discussions with legal counsel, our research administrators, and other PASSHE institutions is being conducted to determine the appropriate process for housing and using artifacts where identifies cannot be anonymous.

Invitations will be sent soon for the GEC Retreat on August 18, 2016.

8. Open Forum

Molly Marnella opened the floor for nominations for Chair of the GEC for the next academic year. Linda Neyer nominated Mindi Miller. Michael McFarland seconded. No other nominations were made.

Mindi Miller accepted the nomination.

Carolyn LaMacchia motioned to close the nominations. Angela LaValley seconded.

Motion to recommend Mindi Miller for the GEC Chair academic year 2016-2017 passed by a unanimous voice vote.

Linda Neyer made a motion to adjourn the meeting. Michael McFarland seconded the motion. The meeting adjourned at 4:00 p.m.