

# **General Education Council Meeting Minutes**

**Academic Year 2016/2017**

# **GENERAL EDUCATION COUNCIL**

## **Minutes of the 2016 – 2017 Academic Year**

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## GEC Membership Roster 2016 – 2017

<b>Name</b>	<b>Department</b>
<a href="#"><u>Mindi Miller</u></a>	GEC Chairperson, Department of Nursing, College of Science and Technology
<a href="#"><u>James Krause</u></a>	Interim Vice Provost and Dean of Undergraduate Education
<a href="#"><u>Alana Atchinson</u></a>	Dept. of Sociology, Social Work, and Criminal Justice, College of Liberal Arts
<a href="#"><u>Sharlene Gilman</u></a>	Academic Enrichment
<a href="#"><u>Sheila Dove-Jones</u></a>	Office of Planning and Assessment
<a href="#"><u>Carolyn LaMacchia</u></a>	Dept. of Innovation, Technology, and Supply Chain Management, College of Business
<a href="#"><u>Angela LaValley</u></a>	Dept. of Communication Studies, College of Liberal Arts
<a href="#"><u>Brooke Lylo</u></a>	Exceptionalities Program, College of Education
<a href="#"><u>Chris Lynd</u></a>	Dept. of Mathematics and Digital Sciences, College of Science and Technology
<a href="#"><u>Molly Marnella</u></a>	Dept. of Teaching and Learning, College of Education
<a href="#"><u>Michael McFarland</u></a>	Athletic Faculty/Student Affairs
<a href="#"><u>Linda Neyer</u></a>	Library Services
<a href="#"><u>Mykola Polyuha</u></a>	Dept. of Language and Cultures, College of Liberal Arts
<a href="#"><u>Todd Shawver</u></a>	Dept. of Accounting, College of Business
<a href="#"><u>Marianna Wood</u></a>	Dept. of Biological & Allied Health, College of Science and Technology

## Minutes – General Education Council, September 12, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, September 12, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Jen Zuccaro (sub), Brooke Lylo, Todd Shawver, Lauren Selznick (sub) Jerrold Harris, Michael McFarland, Molly Marnella, Carolyn LaMacchia, James Krause, Sharlene Gilman, Chris Lynd, Mykola Polyuha, Wayne Bridwell, Bob Heckrote

Guests: Ira Blake, Linda Ficht, Tom Kresch, Christina Francis, Chris Donahue

1. Approval of the Agenda of September 12, 2016

Jerrold Harris moved to approve the agenda. Chris Lynd seconded the motion.

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

2. Approval of Minutes of April 25, 2016

Marianna Wood moved to approve the minutes. Carolyn LaMacchia seconded the motion.

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

3. **Proposals**

**A. CLE 244- Military and Veterans Unique Experiences for 2 GEP's Goal 4 Cultures and Diversity**

Molly Marnella made a motion to recommend CLE 244 for 2 GEP's Goal 4 Cultures and Diversity to the BUCC. Jerrold Harris seconded the motion.

Bob Heckrote presented the proposal.

**Recommended changes included:**

- Q2- 1<sup>st</sup> paragraph needs more explanation on prior course work
- Q2- Consider adjusting minimum hours to say 5-6 in second to last paragraph
- #8- Change "more diverse" to "more aware"
- #11- 1<sup>st</sup> paragraph 4<sup>th</sup> line change "coursework" to "reading"
- #11- Change in 2<sup>nd</sup> paragraph 3<sup>rd</sup> line from "toward" to "about"
- #12- Change course to CLE
- #9 and #10- Separate #9 and #10 and type in outline format
- Syllabus- Adjust hours throughout the document, change course to experience
- #11- SLO#1 consider changing to rubric "Knowledge of Cultural World View"
- #14- Change to VALUE rubric not VALUES
- #14- Add Student Affairs Committee sentence
- Rubric- Reverse SLO and Value Columns

**Motion to recommend to BUCC with revision passed by voice vote with one no vote.**

**B. Latin 102- Latin II for 2 GEP's for Goal 8 Second Language and 1 GEP for Goal 4 Cultures and Diversity**

Mykola Polyuha made a motion to recommend Latin 102 for 2 GEP's Goal 8 Second Language and 1 GEP Goal 4 Cultures and Diversity to the BUCC. Todd Shawver seconded the motion.

Chris Donahue presented the proposal.

**Recommended changes included:**

- **#9-** Outline format
- **Q2-** Change to Spring 2017
- **#9-** Explain content description more
- **#14-** Change to "at the request of the General Education Council"
- **Rubric-** Add a zero column
- **Rubric-** Make #5 and #6 match #5 and #6 in Student Learning Objective section

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

**C. Intstudy 110- Liberal Arts Seminar Topics (formerly FYS 101) for 1 GEP Goal 1 Communication and 2 GEP's for Goal 2 Information Literacy**

Brooke Lylo made a motion to recommend Intstudy 110 for 1 GEP Goal 1 Communication and 2 GEP's Goal 2 Information Literacy to the BUCC. Mike McFarland seconded the motion.

Christina Francis presented the proposal.

**Recommended changes included:**

- **#14-** Consider adding an impact statement from Liberal Arts Curriculum Committee with new number and new GEP explanation
- **Q1-** Change to Spring 2017
- **Q2-** Consider Striking sentence AAC&U and high impact
- **Syllabus-** Add GEP's and goal box
- **#8-** "students will need" get rid of GEP's here
- **#10-** Consider striking AAC&U sentence
- **#14-** Add statement as requested by General Education Council
- **Rubric-** Add zero column, add titles, reverse 1<sup>st</sup> and 2<sup>nd</sup> columns

**Motion to recommend to BUCC with revision passed by voice vote with 1 no and 1 abstention.**

#### 4. Ongoing Drafts and Discussion

##### A. Website

Due to a scheduling conflict with Todd Shawver, this item about improving the GE website pages will be postponed and placed on the agenda to be discussed at the next GEC meeting.

##### B. PRP 3612

**Marianna Wood made a motion to recommend to BUCC PRP 3612. Carolyn LaMacchia seconded the motion.**

Minor wording and grammar changes were made to the document during the GEC meeting.

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

##### C. Specialist Groups

Mindi Miller will be attending the Department Chairs' meeting and the Forum the last week in September to present a GE update and to provide more information on the GE Assessment Plan, including the GESAR process using Qualtrics. She encouraged the members of the GEC to look at their departments' GE data, if possible and to assist with questions that may arise about the GESAR and Specialist Groups.

There was discussion about the purpose of the Specialist Groups, including the need to address campus-wide GE trends in order to make recommendations for maintaining and improving MyCore. There was GEC consensus that GE members would dedicate time toward the end of each GEC meeting to address the progression and work of the Specialist Groups.

#### 5. Chair Remarks

GEC representatives from COLA and COST are needed, as two appointed members will not be able to make the bi-weekly meetings this fall semester. Jim Krause will ask the deans for representation just for the fall, since both members will be available in the spring. Michael McFarland is currently working on getting another student representative for GEC.

A review of the suggested revisions for PRP 3230 and the GE CLE Guidelines will be placed on the GEC agenda for the next meeting, in order to submit the CLE policy drafts related to GE to the BUCC as soon as possible.

The GE Bylaws approved at the final GE meeting of last semester and PRP 3612 just approved at this meeting will be forwarded to BUCC to be placed on their next agenda.

## 6. **Open Forum**

Jerrold Harris told the GEC that the Qualtric links are loaded and ready to go for artifacts (current and for previous semesters) as well as the GESAR for the Chairs or their representatives.

**Lauren Selznick made a motion to adjourn the meeting. Carolyn LaMacchia seconded the motion. The meeting adjourned at 3:50 p.m.**

## Minutes – General Education Council, September 26, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, September 26, 2016, in the Schweiker Room Andruss Library.

Members Present: Mindi Miller, Marianna Wood, Jen Zuccaro (sub), Linda Neyer, Brooke Lylo, Todd Shawver, Lauren Selznick (sub) Jerrold Harris, Kathy Hietzman (Sub), Molly Marnella, Maggie O'Connor (Sub), Victoria Geyfman (Sub), James Krause, Sharlene Gilman, Chris Lynd, Mykola Polyuha, Angelo Costanza (Sub), Wayne Bridwell, Bob Heckrote, Angela LaValley

1. Approval of the Agenda of September 26, 2016

Angela LaValley moved to approve the agenda. Sharlene Gilman seconded the motion.

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

2. Approval of Minutes of September 12, 2016

Marianna Wood moved to approve the minutes. Chris Lynd seconded the motion.

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

3. **Ongoing Drafts and Discussions**

**A. Website**

Todd Shawver presented ideas on improving the GEC website. GEC members made suggestions.

**Revisions needed:**

- Color to stand out
- Up to date sheets make bold
- Upgrading of overall BU website
- Keep site up to date
- Goal 1 and Goal 8 title on website need to change

**B. CLE Policy**

Revisions to the CLE Policy were suggested and noted.

<S:\BU Documents\General Education Council\September 26, 2016\CLE-GE-GuidelinesGECtoBUCC9-26-16.docx>

A motion was made by Angela LaValley to approve the CLE Policy document and forward to the BUCC. Mykola Polyuha seconded the motion.

**Motion to approve the CLE Policy document with revisions passed unanimously.**

**C. Operating Procedures**

Revisions to the Operating Procedures document were suggested and noted.



<S:\BU Documents\General Education Council\September 26, 2016\OperatingProceduresGECtoBUCC9-26-16.docx>

A motion was made by Marianna Wood to approve the Operating Procedures document and forward to the BUCC. Jerrold Harris seconded the motion.

**Motion to approve the Operating Procedures document with revisions passed unanimously.**

#### **D. GEP's related to Military Experience**

Bob Heckrote asked Joe Kissell for suggestions on how to get the Exercise Science 100 added to the approved course list and to ensure that the 2 GEP's get added into the snapshot on MyHusky. When the new MyCore system began, the GEPs for military experience did not get added. However, if a degree audit is done the course is noted correctly. It was suggested to talk to the Exercise Science Department regarding this issue, and to discuss the possibility of a transfer equivalency. Bob will follow-up and report back to the GEC.

#### **E. Specialist Groups**

Members of the GEC are part of the Specialist Groups and those outside the GEC can be in the groups as well with the approval of the GEC.

<b>GROUP 1</b>	<b>GROUP 2</b>	<b>GROUP 3</b>
Angela LaValley	Linda Neyer	Marianna Wood
Sharlene Gilman	Carolyn LaMacchia	Brooke Lylo
Molly Marnella	Michael McFarland	Chris Lynd
	Mindi Miller	Todd Shawver

#### **4. Chair Remarks**

The PRP3612 draft and Bylaws are awaiting the next BUCC meeting and the documents reviewed at today's GEC meeting will be on the next BUCC agenda as well.

The GE Annual Report Summary includes Summer 2015 through Summer 2016, since this covers the GE summer Fellows' work. There were 25 GE courses approved for GEPs. The officially approved March 16, 2016 Assessment Plan is noteworthy. GESARs (GE Summary Assessment Reports) are a new way of submitting chair or designee overviews for the department with Qualtrics' software, which is more user friendly than narrative reports. Student Artifacts have had a slow start for several reasons, such as software upgrades and questions remaining about the housing of artifacts with student identifiers that cannot be scrubbed. GEC has discussed student consent forms related to collecting the data, and per Jerrold no artifacts have been saved with identifiers. Mindi asked the GEC members if they can attend Wednesday's BUCC meeting to support of the presentation of the GE Annual Report, as well as the following BUCC meeting when the first readings of our four GE-related policies and guidelines begin.

<S:\BU Documents\General Education Council\September 26, 2016\AnnualGEC-ChairReport2016.pdf>

**Jerrold Harris made a motion to adjourn the meeting. Linda Neyer seconded the motion. The meeting adjourned at 3:35 p.m.**

## Minutes – General Education Council, October 10, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, October 10, 2016 in the Schweiker Room Andruss Library.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Brooke Lylo, Todd Shawver, Lauren Selznick (Sub), Jerrold Harris, Molly Marnella, James Krause, Sharlene Gilman, Chris Lynd, Mykola Polyuha, Angelo Costanza (Sub), Wayne Bridwell (Student rep), Bob Heckrote, Angela LaValley, Sheila Jones, Carolyn LaMacchia, Michael McFarland, Kristi Bryum (Sub), Derek Berger (Student rep)

1. Approval of the Agenda of October 10, 2016

Linda Neyer moved to approve the agenda. Sharlene Gilman seconded the motion.

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

2. Approval of Minutes of September 26, 2016

Carolyn LaMacchia moved to approve the minutes. Mykola Polyuha seconded the motion.

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

3. **Proposals**

**A. SOC260 Basic Social Statistics and CRIMJUST 260 CJ Statistics for 2 GEP's Goal 3 Analytical and Quantitative Skills**

Michael McFarland made a motion to recommend SOC260 Basic Social Statistics and CRIMJUST 260 CJ Statistics for 2 GEP's Goal 3 Analytical and Quantitative Skills to the BUCC. Chris Lynd seconded the motion.

Chris Podeschi presented the proposal.

**Recommendations/Suggestions:**

- Omnibus- Check off box 4 items
- Syllabus #14- Add as requested by the GEC
- Methods- Consider removal of the last sentence, consider discussing number of computers available in lab and the depth of the assessment to rationalize class size
- Syllabus #11- SLO – Upon completion of the course students will:
- Rubric- Capstone #4, add "to"
- Rubric- Calculation box add description
- Rubric- Add heading to the description column

**Motion to recommend to BUCC with revisions passed by voice vote.**

## **B. SOC255 Research Methods and CRIMJUST 255 CJ Methods for 1 GEP Goal 1 Communication and 2 GEP's Goal 2 Information Literacy**

Michael McFarland made a motion to recommend SOC255 Research Methods and CRIMJUST 255 CJ Methods for 1 GEP Goal 1 Communication and 2 GEP's Goal 2 Information Literacy to the BUCC. Linda Neyer seconded the motion.

Chris Podeschi presented the proposal.

### **Recommendations/Suggestions:**

- Omnibus- Check off box 4 items
- Q2- Consider moving paragraph 2 and make it paragraph 3
- Q2- Add sentence regarding student feedback for Goal 1, Capitalize Goal 2
- Methods- Consider removal of the last sentence, more justification for class size
- Syllabus #11- SLO – Upon completion of the course students will:
- Syllabus #14- Add as requested by the GEC

**Motion to recommend to BUCC with revisions passed by voice vote.**

## **4. Ongoing Drafts and Discussions**

### **A. GEP's related to Military Experience**

Bob Heckrote discussed changes that needed to be made to PRP 3612 and PRP 3343 to allow those with military experience to get 2 GEP's for Healthy Living because of the completion of basic training.

It was also discussed that perhaps a placement test could be developed to help those military experience students receive GEP's for Goal 10 for their service.

### **Amendments to PRP 3612 and PRP 3343:**

Students who have completed basic training in the Armed Forces of the United States and have a DD-214, NGB-22, or similar discharge documents will receive two transfer credits for Exercise Science (EXERSCI) 100 - Military Basic Training and two GEPs for Goal #9 Healthy Living.

Two GEPs for Goal #10 Citizenship are transferred for Military Service (MILSERV) 099 – Honorable Military Service for service in the Armed Forces of the United States based on DD-214, NGB-22, or other similar discharge documents indicating "General" or "Honorable" separation conditions. The verification of credits and/or points under the MILSERV designation resides with the Dean of the College of Liberal Arts.

**Molly Marnella made a motion to update PRP 3612 paragraph as written and submit to the BUCC. Sheila Jones seconded the motion.**

**Motion passed by majority vote with 1 nay vote.**

**Molly Marnella made a motion to update PRP 3343 paragraph as written and submit to the BUCC. Carolyn LaMacchia seconded the motion.**

**Motion passed by majority vote with 1 nay vote.**

#### **B. Specialist Groups**

The GEC Specialist Groups were divided up as follows:

<b>GROUP 1</b>	<b>GROUP 2</b>	<b>GROUP 3</b>
Angela LaValley	Linda Neyer	Marianna Wood
Sharlene Gilman	Carolyn LaMacchia	Brooke Lylo
Molly Marnella	Michael McFarland	Chris Lynd
Mykola Polyuha or Angelo Costanzo	Mindi Miller	Todd Shawver or Loren Selznick
Kristi Bryum (Sub for Alana Atchinson)	Jim Krause (may float to other groups)	

#### **5. Chair Remarks**

Mindi gave special thanks to Marianna Wood and Jennifer Venditti for solving the problem with BIO240 that resulted in 30-40 waivers (Petition forms) every fall related to Luzerne Community College Microbiology transfers for nursing students. Mindi asked the GEC members to be on alert for similar problems and to inform the GEC so that solutions can be pursued.

**Mike McFarland made a motion to adjourn the meeting. Linda Neyer seconded the motion. The meeting adjourned at 3:35 p.m.**

## Minutes – General Education Council, October 24, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, October 24, 2016 in the Schweiker Room Andruss Library.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Brooke Lylo, Todd Shawver, Molly Marnella, James Krause, Sharlene Gilman, Chris Lynd, Mykola Polyuha, Wayne Bridwell (Student rep), Bob Heckrote, Angela LaValley, Carolyn LaMacchia, Michael McFarland, Derek Berger (Student rep)

1. Approval of the Agenda of October 24, 2016

Michael McFarland moved to approve the agenda. Linda Neyer seconded the motion.

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

2. Approval of Minutes of October 10, 2016

Chris Lynd moved to approve the minutes. Carolyn LaMacchia seconded the motion.

**Motion to approve the minutes with revision passed by unanimous voice vote.**

3. **Chair Remarks**

Mindi Miller presented the findings from the received GESARs. The Specialist Groups will be looking at trends, such as those observed from a preliminary review:

- The student learning outcomes/objectives (SLOs) and the Rubric alignments were better than expected.
- There may be a few redundancies, like SLO's compared with two different elements.
- The targets require further analysis. Comments tended to reflect assignments rather than targets.
- An "evolutionary" theory was stated about SLO's reflecting the date of the Omnibus. For example, there were more elements listed in earlier proposals.
- Some used a Relative Standard and others used an Absolute Standard.
- Comments indicated that useful and productive "encounters" have happened over several years, thus suggesting that the General Education program promotes discussions.
- Remarks within GESARs are typically generalized and could be more robust.
- The current software is not ideal for detailed assessment. Jerrold Harris has been instrumental in pulling and organizing data.
- Software has been recommended, like Nuventive that can group data and show trends from TracDat repositories. Approval for purchasing this needed software integration is pending.
- Student weaknesses were noted, such as "Group Thinking" not being at the expected level for Goal 3.
- There were comments that tied specifically to the major, and some of these remarks may need to be "scrubbed" or discussed with departments/programs before the GEC makes recommendations to larger audiences.
- Some of the data (Benchmarks to Capstones) were not seen by the Chairs.
- The Specialist Groups can give suggestions on how to get the scoring more consistent.

Mindi recommended that the GEC receive GESAR comments from OPA that are separated into Goals 1,2, and 3. Toward the end of the next GEC meeting, the three Specialist Groups can further assess the GESAR results by each goal.

#### **4. Open Forum**

There were no additional comments made by GEC members.

**Linda Neyer made a motion to adjourn the meeting. Chris Lynd seconded the motion. The meeting adjourned at 2:40 p.m.**

## Minutes – General Education Council, November 7, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, November 7, 2016 in the Schweiker Room Andruss Library.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Brooke Lylo, Todd Shawver, Molly Marnella, James Krause, Sharlene Gilman, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Derek Berger (Student rep), Kristi Byrum (Sub), Angelo Costanzo (Sub), Sheila Jones, Lauren Selznick (Sub), Eric McCabe (Sub)

**Guests:** Nathalie Cornelius, David Miller, Meaghan Fuhrman, Aimee Wenta

1. Approval of the Agenda of November 7, 2016

Linda Neyer moved to approve the agenda. Carolyn LaMacchia seconded the motion.

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

2. Approval of Minutes of October 24, 2016

Carolyn LaMacchia moved to approve the minutes. Marianna Wood seconded the motion.

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

3. **Proposals**

**A. Lang Cult 397, Service Learning in Language and Cultures for 1 GEP Goal 10 Citizenship**

Todd Shawver made a motion to recommend Lang Cult 397 Service Learning in Language and Cultures for 1 GEP Goal 10 Citizenship to the BUCC. Sheila Jones seconded the motion.

Nathalie Cornelius presented the proposal.

**Recommendations/Suggestions:**

- Syllabus- Add Document R
- Rubric- Add title of course and number to the rubric
- Syllabus- Move “Students who successfully complete this course will:” to inside the box on #11

**Motion to recommend to BUCC with revisions passed by voice vote.**

**B. Theatre 112, Fundamentals of Acting for 3 GEP’s Goal 7 Arts and Humanities**

Chris Lynd made a motion to recommend Theatre 112 Fundamentals of Acting for 3 GEP’s Goal 7 Arts and Humanities to the BUCC. Linda Neyer seconded the motion.

David Miller presented the proposal.

**Recommendations/Suggestions**

- All documents- Take out little s from GEP
- Ominbus- Check class size



- Syllabus- Add Bloomsburg University to top
- Syllabus #11- Add "At successful completion:"
- Syllabus #11- Enter after Analysis: in Value Rubric Elements section
- Syllabus #14- Add "as requested by the GEC
- Rubric- Fix title on rubrics
- Syllabus#14- Explain further what the Division of Dance and Theatre is
- Syllabus #15- Fix spelling under Acting Texts

**Motion to recommend to BUCC with revisions passed by voice vote.**

#### **4. Chair Remarks**

Linda Neyer made a motion to review PRP 3612 Draft and recommend to BUCC. Sharlene Gilman seconded the motion.

Several minor revisions were made to PRP 3612.

**Motion to recommend to BUCC with revisions passed by voice vote.**

#### **5. Open Forum**

No comments or concerns were given.

#### **6. Specialist Groups**

Mindi discussed the current software packages (TracDat and Qualtric) and noted that neither software provides spreadsheet features such as grouping, analyzing, or reporting data graphs. Nuventive has been approved for purchase by OPA, and this software has additional reporting features beyond a repository or survey tool. Sheila introduced two new employees, Amiee Wenta (helping with TracDat) and Meaghan Fuhrman receiving other training. Mindi noted that about twelve GESAR reports have been received this semester so far. Jerrold will send another link and reminder, in order to possibly obtain additional GESAR returns. Marianna suggested adding to the GESAR form a section to ask departments for the percentage of GE courses that are being taught by tenure track versus adjunct faculty. Sheila will discuss options for collecting this information with HR. Mindi encouraged members to attend the Middle States Workshop on Wednesday.

**Lauren Selznick made a motion to adjourn the meeting. Brooke Lylo seconded the motion. The meeting adjourned at 3:47 p.m.**

## Minutes – General Education Council, November 21, 2016

Mindi Miller called the meeting to order at 2:05 PM on Monday, November 21, 2016 in the Kehr Union Room 230.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Jen Zuccaro (Sub), Brooke Lylo, Todd Shawver, Molly Marnella, James Krause, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Derek Berger (Student rep), Sheila Jones, Alana Atchinson, Angela LaValley, Tom Kresh (Sub), Bob Heckrote, Wayne Bridwell, Jerrold Harris

**Guests:** Jeff Brunskill, Amiee Wenta, Meaghan Fuhrman

1. Approval of the Agenda of November 21, 2016

Carolyn LaMacchia moved to approve the agenda. Marianna Wood seconded the motion.

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

2. Approval of Minutes of November 7, 2016

Jerrold Harris moved to approve the minutes. Chris Lynd seconded the motion.

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

3. **Proposals**

A. EGGS 160 Geography and Information Systems for 2 GEP's Goal 2 Information Literacy and 1 GEP Goal 10 Citizenship

Jerrold Harris made a motion to recommend EGGS 160 Geography and Information Systems for 2 GEP's Goal 2 Information Literacy and 1 GEP Goal 10 Citizenship to the BUCC. Carolyn LaMacchia seconded the motion.

Jeff Brunskill presented the proposal.

**Recommendations/Suggestions:**

- Syllabus- Add Document R
- Syllabus- Add GEP box
- Syllabus- #14 add as requested by the GEC
- Syllabus- Catalog consider taking out GEP statement
- Syllabus #11 #5 consider pinpointing more for assessment purposes
- Syllabus #12 Add an "s" to corporation
- Rubrics Course name and number for selected Rubrics
- Rubrics Add zero Benchmark column, add SLO's as well
- Rubrics Work with Jerrold on completing Rubrics

**Motion to recommend to BUCC with revisions passed by voice vote.**

#### 4. Chair Remarks

Mindi Miller gave a special thanks to Sheila Jones, Jerrold Harris, Amiee Wenta, and Meaghan Fuhrman of the Office of Planning and Assessment for all their help.

Amiee Wenta presented a PowerPoint on data collected from the GESARs to date. After discussion, Mindi suggested offering campus wide education, including the collection and discussions related to artifacts. Sheila agreed that the campus needs to be re-educated about sampling and reporting of data. It was also suggested that representatives of the GEC could follow up with departments and programs to provide GE assistance as needed. Molly volunteered to help Mindi with positive updates about General Education and its progress. The opportunity of using TALE resources and sessions for promoting GE was recommended for the spring semester.

#### 5. Open Forum

No comments or concerns were given.

**Molly Marnella made a motion to adjourn the meeting. Carolyn LaMacchia seconded the motion. The meeting adjourned at 3:11 p.m.**

## Minutes – General Education Council, February 6, 2017

Mindi Miller called the meeting to order at 2:05 PM on Monday, February 6, 2017 in the Schweiker Room Andruss Library.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Brooke Lylo, Todd Shawver, James Krause, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Derek Berger (Student rep), Bob Heckrote, Jerrold Harris, Michael McFarland

**Guests:** Ben Franek, Aimee Wenta, Meaghan Fuhrman

1. Approval of the Agenda of February 6, 2017

Marianna Wood moved to approve the agenda. Linda Neyer seconded the motion.

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

2. Approval of Minutes of November 21, 2016

Carolyn LaMacchia moved to approve the minutes. Todd Shawver seconded the motion.

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

3. **Proposals**

A. EGGS 211 Regional Geography Abroad

Carolyn LaMacchia made a motion to recommend EGGS 211 Regional Geography Abroad for 3 GEP's, 1 GEP Goal 4 Cultures and Diversity, 1 GEP Goal 5 Natural Sciences, and 1 GEP for Goal 6 Social Sciences to BUCC. Linda Neyer seconded the motion.

Ben Franek presented the proposal.

**Recommendations/Suggestions:**

- |                                    |                                    |
|------------------------------------|------------------------------------|
| • <u>Syllabus #12-</u>             | Capitalize General Education Goals |
| • <u>Program Course Checklist-</u> | Change EGGS 20x to EGGS 211        |
| • <u>Document Q-</u>               | Change to Summer 2017              |
| • <u>Omnibus-</u>                  | Short Title Add for GEP's          |
| • <u>Omnibus-</u>                  | Check box V                        |

**Motion to recommend to BUCC with revisions passed by voice vote.**

4. **Chair Remarks**

A. **PRP3612 Update**

The policy PRP3612 was passed at the last BUCC meeting with much discussion. Everything was agreed upon except the transfer component of the document. Jim Krause, John Riley, and Mindi Miller have discussed the transfer issues and drafted options. Drs. Krause and Riley are presenting suggestions to the deans and department chairs. The PASSHE office will be giving feedback on the one-page transfer suggestions submitted by Dr. Krause. Dr. Krause

noted that department chairs should be following students to see if there are GEP patterns related to transfers.

## B. GEC Bylaws

Mindi gave the Bylaws document to the members with comments noted from Dr. Blake. Members are to review and prepare comments for discussion at the next meeting.

## C. OPA Data

Aimee Wenta from OPA presented a PowerPoint on GE data:

Fall 2015 to Summer 2016 GE course section data

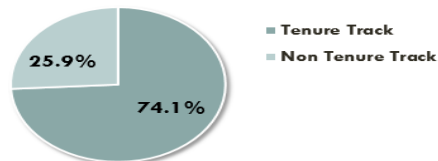
Office of Human Resources provided and confirmed faculty data

### Frequencies: ALL GE Course Sections: Fall 2015-Summer 2016

	<u>Faculty Track</u>	<u>Faculty Status</u>
Valid (n)	1518	1518
Missing	42	42
Total	1560	1560

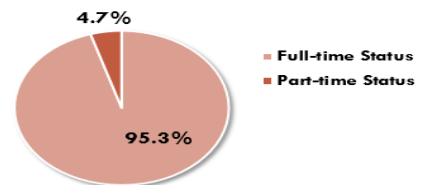
## WHO'S TEACHING GENERAL EDUCATION COURSES?

Faculty Track (All GE courses 2015)



	Course Frequency	Percent
Tenure Track	1125	74.1%
Non Tenure Track	393	25.9%
Total	1518	100.0%

Faculty Status (All GE courses 2015)



	Course Frequency	Percent
Full-Time	1447	95.3%
Part-Time	71	4.7%
Total	1518	100.0%

# GEPS EARNED USING CLEP TEST

CLEP Test Usage by Year

Year	# of Students
2011	19
2012	30
2013	22
2014	13
2015	27
2016	26
Total	137

CLEP Test Usage by GE Goal (2011-2016)

GE Goal	# of Students	Percent
GL 3. Analytical & Quantitative skills	5	2%
GL 5. Natural Sciences	8	3%
GL 10. Citizenship	14	5%
GL 6. Social Sciences	24	9%
GL 8. Second Language	86	32%
GL 4. Cultures & Diversity	130	49%
Total (n)	267	100%

*Note: a CLEP test can earn GEPs in multiple GE goals*

## D. Foreign Language Test Breakdown Data

Jerrold Harris discussed the results of the data on foreign language testing. To date, 3373 placement tests have been taken. Those taking the exam more than once are shown as attached (double click icon).



FLPT Summary  
Report.pdf

## E. General Education Data Submission and Reminders Procedure Template

Jerrold and Mindi went over the proposed timeline template related to when GE data is scheduled to be collected via Qualtric. Standard email sent ***On Behalf of the GEC*** will also be placed in TracDat, after the GEC has reviewed.

Carolyn LaMacchia made a motion to approve the template to use for dates, letters, and various information for the GEC. Michael McFarland seconded the motion.

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

## F. Specialist Groups – For 2017 Spring Semester

GROUP 1	GROUP 2	GROUP 3
Sharlene Gilman	Carolyn LaMacchia	Brooke Lylo
Molly Marnella	Michael McFarland	Chris Lynd
Mykola Polyuha	Linda Neyer	Todd Shawver
Alana Atchinson	Jim Krause	Marianna Wood
Angela La Valley	Mindi Miller	Sheila Jones

Mindi reminded the committee members that the GEASARs have sensitive information and should only be discussed while in the Specialist Groups.

Carolyn LaMacchia made a motion that GEASAR information is only shared amongst the Specialist Groups as a standard of GEC member conduct. Jerrold Harris seconded the motion.

**Motion was passed by voice vote.**

Jerrold Harris is looking into adding online due dates for the GEASARs, so these deadlines will be readily and consistently available.



2017-2018 Email  
timeline.pdf

Jerrold Harris made a motion for GEASARs for Goals 4, 5, and 6 to be due by March 10, 2017. Chris Lynd seconded the motion.

**Motion was passed by voice vote.**

## 5. **Open Forum**

No comments or concerns were given.

**The meeting adjourned at 3:25 p.m.**

## Minutes – General Education Council, February 20, 2017

Mindi Miller called the meeting to order at 2:00 PM on Monday, February 6, 2017 in the Schweiker Room Andruss Library.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Brooke Lylo, Todd Shawver, James Krause, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Derek Berger (Student rep), Bob Heckrote, Jerrold Harris, Michael McFarland, Sharlene Gilman, Sheila Jones, Angela LaValley, Molly Marnella, Wayne Bridwell, Kristie Byrum (sub)

**Guests:** Aimee Wenta, Meaghan Fuhrman, Sue O'Donnell, Dave Kube, Ron Lambert, Jerry Wemple, Claire Lawrence, Tom Kresch, Dione Somerville

1. Approval of the Agenda of February 20, 2017

Michael McFarland moved to approve the agenda. Todd Shawver seconded the motion.

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

2. Approval of Minutes of February 6, 2017

Chris Lynd moved to approve the minutes. Michael McFarland seconded the motion.

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

3. **Proposals**

A. ARTSTDIO 295/ARTSTDIO 296

Linda Neyer made a motion to recommend both ARTSTDIO 295 Graphic Design Image Making/ARTSTDIO 296 Graphic Design Brand and Identity for 3 GEP's each, 1 GEP Goal 1 Communication, 1 GEP Goal 2 Information Literacy, and 1 GEP Goal 7 Arts and Humanities to BUCC. Carolyn LaMacchia seconded the motion.

Dave Kube presented the proposals.

**Recommendations/Suggestions:**

- |                        |  |
|------------------------|--|
| • <u>Omnibus-</u>      | Check box 6 and V  |
| • <u>Q2-</u>           | 2 <sup>nd</sup> paragraph "Cap. Gen. Ed. Goals"                      |
| • <u>Q2-</u>           | Copy and paste justification of goals from syllabus here             |
| • <u>Syllabus-</u>     | Add "Document R" at the top  |
| • <u>Syllabus #11-</u> | Elaborate on Content Outline section                                 |
| • <u>Syllabus #11-</u> | Add "Goal" in the GEP section  |
| • <u>Syllabus #11-</u> | Elaborate on SLO#2 technology and strategies                         |
| • <u>Syllabus #14-</u> | Add phrase "data will be submitted to the OPA as requested by GEC"   |
| • <u>Syllabus #15-</u> | Alphabetical Order   |
| • <u>Rubric-</u>       | only label as "benchmark" contact Jerrold Harris to help with Rubric |



**Motion to recommend to BUCC with revisions passed by voice vote with 1 abstention.**

**B. ARTSTDIO 243/ARTSTDIO 244/ARTSTDIO 245**

Linda Neyer made a motion to recommend ARTSTDIO 243 Sculpture Wood and Metal/ ARTSTDIO 244 Sculpture/ ARTSTDIO 245 Sculpture Mixed Media The Figure each for 3 GEP's; 1 GEP for Goal 1 Communication and 2 GEP's for Goal 7 Arts and Humanities to the BUCC. Carolyn LaMacchia seconded the motion.

Ron Lambert and Sue O'Donnell presented the proposals.

**Recommendations/Suggestions:**

- Q2- 2<sup>nd</sup> paragraph "Cap. Gen. Ed. Goals"
- Syllabus- Add "Document R" at the top
- Syllabus #11- Add "Goal" in the GEP section
- Syllabus #11- Make a space before paragraph below box
- Syllabus #11- Clarify it is the student not the sculpture
- Syllabus #14- Add phrase "data will be submitted to the OPA as requested by GEC"
- Syllabus #15- Alphabetical Order
- Rubric- only label as "benchmark" contact Jerrold Harris to help with Rubric

**Motion to recommend to BUCC with revisions passed by voice vote.**

**C. CLE 300**

Linda Neyer made a motion to recommend CLE 300 Student Affairs Program Leaders for 1 GEP Goal 10 Citizenship to the BUCC. Chris Lynd seconded the motion.

Tom Kresch, Molly Marnella, and Michael McFarland presented the proposal.

**Recommendations/Suggestions:**

- Q2- List all leaders, add course coordinators
- Q2- Second sentence say "The activities the Program Leaders"
- Q2- Start with "The Student Program Leaders"
- Q2- Add CLE is repeatable
- Syllabus- Add Student Program Leaders throughout
- Syllabus #8- Add repeatable; fix incomplete sentence (3<sup>rd</sup> sent.)
- Syllabus #7- Add all leaders and make it match Q2
- Syllabus #11- Chart should say Program Leader
- Syllabus #15- Add the word "activities" after Program Leader (next to last sentence)
- Syllabus #15- Add "s" to supervisor to make plural
- Syllabus #14- Add phrase "data will be submitted to the OPA as requested by GEC"
- Rubric- Add SLO to rubric

**Motion to recommend to BUCC with revisions passed by voice vote.**

**D. ENGLISH 374 TO 274**

Linda Neyer made a motion to recommend English 374 to 274 Short Story for 3 GEP's; 2 GEP's for Goal 7 Arts and Humanities, and 1 GEP for Goal 1 Communication to the BUCC. Sharlene Gilman seconded the motion.

Jerry Wemple and Claire Lawrence presented the proposal.

**Recommendations/Suggestions:**

- |                                |   |
|--------------------------------|---|
| • <u>Omnibus-</u>              | Change on Short Title line to PRP 3233  |
| • <u>Q2-</u>                   | Add more justification for Gen. Ed. Points  |
| • <u>Q2-</u>                   | Change to Fall 2017 instead of Fall 2018  |
| • <u>Syllabus-</u>             | Add "Document R" at the top   |
| • <u>Syllabus #8-</u>          | Should say "fiction"  |
| • <u>Syllabus #9</u>           | Buff up content outline   |
| • <u>Syllabus #12 and #13-</u> | Flip these paragraphs   |
| • <u>Syllabus #14-</u>         | Cut out from 1 <sup>st</sup> sentence in 2 <sup>nd</sup> paragraph "as required by OPA"                     |
| • <u>Syllabus #11-</u>         | Justification do not tie to grades instead tie to content and activities (what students are doing/learning) |
| • <u>Rubric</u>                | add the word "polished" as in #11 SLO, first and second columns should be reversed                          |

**Motion to recommend to BUCC with revisions passed by voice vote.**

**E. ENGLISH 260**

Carolyn LaMacchia made a motion to recommend English 260 Literacy Non-Fiction for 3 GEP's; 2 GEP's for Goal 7 Arts and Humanities and 1 GEP for Goal 1 Communication to the BUCC. Brooke Lylo seconded the motion.

Jerry Wemple and Claire Lawrence presented the proposal.

**Recommendations/Suggestions:**

- |                      |  |
|----------------------|--|
| • <u>Q2-</u>         | Add more justification for Gen. Ed. Points |
| • <u>Q2-</u>         | Change to Fall 2017                        |
| • <u>Q2-</u>         | Capitalize General Ed. Goal last sentence  |
| • <u>Q2-</u>         | Add more justification for Gen. Ed. Points |
| • <u>Syllabus-</u>   | Add "Document R" at the top                |
| • <u>Syllabus #9</u> | Buff up content outline                    |

- |                                |   |
|--------------------------------|---|
| • <u>Syllabus #12 and #13-</u> | Flip these paragraphs   |
| • <u>Syllabus #13-</u>         | Add “in and out” of class   |
| • <u>Syllabus #14-</u>         | Cut out from 1 <sup>st</sup> sentence in 2 <sup>nd</sup> paragraph “as required by OPA”                     |
| • <u>Syllabus #11-</u>         | Justification do not tie to grades instead tie to content and activities (what students are doing/learning) |
| • <u>Rubric</u>                | add the word “polished” as in #11 SLO, first and second columns should be reversed                          |

**Motion to recommend to BUCC with revisions passed by voice vote.**

#### 4. Chair Remarks

GEC Bylaws: M. Miller presented a copy of the GEC Bylaws (approved by BUCC) with comments from Dr. Blake. Each comment was reviewed by the GEC members.

- Targets: There was consensus that departments/program should set GE course targets; J. Krause stated that the GEC define targets and their function; M. McFarland suggested getting clarification from Dr. Blake on her comment about targets.
- Stakeholders: The word “stakeholders” of the University needs to be described.
- Membership: GEC membership is reasonable, and the GEC members agree that the structure of the GEC is working well.
- Additional member: B. Heckrote suggested having a rep. from a unit offering co-curricular learning experience would provide better representation. This would make the GEC a 13-member group. The group agreed, and B. Heckrote will email language to consider at the next meeting.
- Athletics rep: Michael McFarland explained how the GEC Student Affairs and Athletics representative is met. Some Student Affairs staff also teach and thus have Academic Affairs status too.
- Re-wording: Take out “with the exception of first election”.

J. Krause will discuss the comments received with Dr. Blake to ensure that the GEC is adequately addressing suggestions. M. Miller will summarize the GEC’s recommendations for further discussion and voting next meeting, and then these revised GEC Bylaws will return to the BUCC for further consideration.

PRP 3612: Dr. Krause stated that PRP 3612 is still under review and revision by himself, the BUCC chair, administration, and others. Jim has an upcoming call with PASSHE to discuss GEP transfer concerns and possible solutions, and he will summarize PRP 3612 progress at the next GEC meeting.

GEC-related email from OPA: M. Miller addressed the need for the GEC to review email being sent “On Behalf of the GEC.” J. Harris will provide a timeline or flow chart of dates and email drafts for the next meeting.

GESARs: M. Miller requested that each member compose a couple of recommendations from the GESARs under review (the printed Specialist Group documents received from Mindi), so recommendations can be compiled and discussed at the next meeting.

**Kristie Byrum made a motion to adjourn. Linda Neyer seconded the motion. Meeting adjourned at 4:18 p.m.**

## Minutes – General Education Council, March 6, 2017

Mindi Miller called the meeting to order at 2:00 PM on Monday, March 6, 2017 in the Schweiker Room Andruss Library.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Brooke Lylo, Todd Shawver, James Krause, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Derek Berger (Student rep), Bob Heckrote, Jerrold Harris, Michael McFarland, Sharlene Gilman, Sheila Jones, Angela LaValley, Molly Marnella, Wayne Bridwell, Kristie Byrum (sub)

**Guests:** Aimee Wenta, Meaghan Fuhrman, Shane Jaynes, Megumi Omori

1. Approval of the Agenda of March 6, 2017

Linda Neyer moved to approve the agenda. Mike McFarland seconded the motion.

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

2. Approval of Minutes of February 22, 2017

Chris Lynd moved to approve the minutes. Carolyn LaMacchia seconded the motion.

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

3. **Proposals**

A. **SOCWORK 240**

Carolyn LaMacchia made a motion to recommend to the BUCC SOCWORK 240 Statistics for Social work for 2 GEP's Goal 3 Analytical and Quantitative Skills to BUCC. Linda Neyer seconded the motion.

Shane Jaynes presented the proposal.

**Recommendations/Suggestions:**

- **Syllabus-** Add "Document R" at the top
- **Syllabus #10-** Elaborate on class size
- **Syllabus #7-** Add "Instructor or Faculty permission"
- **Syllabus #11-** Change 11 wording to match Rubric
- **Rubric-** Add zero to benchmark not met
- 

**Motion to recommend to BUCC with revisions passed by voice vote.**

4. **Chair Remarks**

**GEC Bylaws:** M. Miller discussed comments and suggestions received since the Bylaws were approved by BUCC.

Suggestions for changes to the GEC Bylaws:

- Under the Purpose section change to “The Academic Departments/Units In consultation with the GEC recommend targets for the achievement of the goals.”
- Bob Heckrote suggested adding to the Membership section “one member from Academic Affairs and one member from the Student Affairs Division appointed by the Vice President of the Division”.

M. Miller suggested that GEC members continue review this document for a possible vote at the next GEC meeting.

**PRP 3612:** J. Krause had a conference call with State System (PASSHE) representatives regarding the significant Board of Governors GE and Transfer policy changes. Additional BOG guidelines are expected by the end of the month. Jim has also been meeting with John Riley and Joe Kissell regarding transfer language and logistics. The State System is looking for acknowledgement, acceptance, and value to students in relationship to General Education courses and experiences prior to arriving at BU.

The BUCC’s first reading of the revised PRP 3612 has a deleted transfer section and an additional one-paragraph general overview:

MyCore Requirements for Transfer Students

*All students transferring from other institutions to Bloomsburg University will have the opportunity to participate in general education experiences that acknowledge their prior learning and establish a path toward addressing the goals of MyCore. Transfer policies and procedures will maximize the transfer of college-level credits within the framework of MyCore and PASSHE Student Transfer Policy (1999-01-A). Guidelines for course credit transfer and transfer completion of MyCore requirements are detailed in Bloomsburg University PRP 3343 (Evaluation of Undergraduate Transfer Credits).*

- C. LaMacchia suggested adding the words .... PRP 3343 “under revision,” so readers would know to refer to revised PRP 3343 that follows the date on the PRP 3612 when approved.
- Under Foundational Courses, add “met requirements from” earned credit by examination.
- M. McFarland suggested adding wording to PRP 3612 from the Co-Curricular Learning Experience (CLE) Guidelines:

*As noted in PRP 3612, 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 time spent for a course bearing the same number of credit hours (see PRP 3603 Credit Hour Definition). This equivalency may be used to assign appropriate GEPs to a CLE. CLEs follow a similar process with the Registrar for enrolling and documenting completion of GEPs.*

**GEC-related email from OPA:** M. Miller addressed the need for the GEC to review email being sent “On Behalf of the GEC.” Jerrold Harris provided a timeline of dates and email drafts. M. Miller suggested the GEC members review these emails and the timeline for a possible vote at the next meeting.

**GESARs:** M. Miller previously requested that each GEC member compose recommendations from the GESARs under review (the printed Specialist Group documents) and bring to this GEC meeting.

- A 3-column table with initial recommendations was shown, and discussion followed
- Additional GEC drafted recommendations were presented by S. Gilman and L. Neyer
- More discussion ongoing additions will be made to this table of GEC recommendations based on the GE Summary Assessment Reports (GESARs) from the department/unit chairs

Mindi requested that GEC members compile additional recommendations for the next GEC meeting.

## 5. **Open Forum**

The role of the GEC involving Impact Statements was discussed. Although Impact Statements are addressed by the BUCC during Omnibus and Syllabus reviews, the GEC does appraise connections between similar courses offering GEPs within the same GE Goals.

**Linda Neyer made a motion to adjourn. Mykola Polyuha seconded the motion. Meeting adjourned at 4:00 p.m.**

## Minutes – General Education Council, March 20, 2017

Mindi Miller called the meeting to order at 2:00 PM on Monday, March 20, 2017 in KUB room 230.

**Members Present:** Mindi Miller, Marianna Wood, Jenn Zuccaro (Sub for Linda Neyer), Brooke Lylo, Todd Shawver, James Krause, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Bob Heckrote, Jerrold Harris, Michael McFarland, Sheila Jones, Molly Marnella, Wayne Bridwell, Kristie Byrum (sub for Alaina Atkinson)

**Guests:** Aimee Wenta, Meaghan Fuhrman

1. Approval of the Agenda of March 20, 2017

Chris Lynd moved to approve the agenda. Todd Shawver seconded the motion.

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

2. Approval of Minutes of March 6, 2017

Chris Lynd moved to approve the minutes. Michael McFarland seconded the motion.

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

3. **Items for Discussion:**

**GEC Bylaws:**

Ongoing discussion of the Bylaws occurred, followed by changes as documented electronically during the meeting.



GEC-Bylaws-sug  
estions-3-20-17 meetir

Chris Lynd made a motion to approve the GEC Bylaws with revisions. Michael McFarland Seconded.

**Motion to approve the Bylaws with revisions by hand vote with 11 approving and 1 opposing.**

**PRP 3612:**

Reviewed refinements to PRP 3612 were documented electronically during the meeting.



PRP3612-GECsugge  
estions-3-20-17 meeti

Todd Shawver made a motion to approve PRP 3612 with revisions. Chris Lynd seconded.

**Motion to approve PRP3612 with revisions for the 2<sup>nd</sup> reading passed by voice vote.**



**GEC-related email from OPA:** Jerrold Harris discussed the documents.

The changes were documented electronically during the meeting.

Revisions:

- Add in courses and CLE"S.
- Add faculty member and professionals of record for all emails.
- Edit May 29<sup>th</sup> date to May 30<sup>th</sup> for Spring 2017.

**Motion was made to approve email dates and content by Carolyn LaMacchia. Seconded by Mykola Polyoha.**

**Motion passed by voice vote.**

#### **AAC&U and Specialist Groups**

Specialist Group work continues on the GESARs to identify trends and to make recommendations. Additional discussion will commence at the next GEC meeting. M. Miller noted that the "What does it mean to evaluate student work?" section in the AAC&U Value Report was particularly pertinent to BU's current assessment work.

#### **4. Chair Remarks**

Mindi received an email from Sociology concerning foundational math. The department does not specify a course, so the default is Math 101. Many students do not declare Sociology as a major until later. By that time, the student has taken a math course at a higher level than the foundational math course. Per PRP 3612, the department determines the foundational courses by submitted the requested plan to BUCC. Expedited processes may be possible. The GEC will continue to address.

#### **5. Open Forum**

Jerrold Harris stated the GESAR on Qualtrics has been revised to be more "user-friendly" with more visible save and submit buttons.

**Michael McFarland made a motion to adjourn. Mykola Polyuha seconded the motion. Meeting adjourned at 4:00 p.m.**

## Minutes – General Education Council, April 3, 2017

Mindi Miller called the meeting to order at 2:00 PM on Monday, April 3, 2017 in Andruss Library Schweiker room.

**Members Present:** Mindi Miller, Marianna Wood, Jenn Zuccaro (Sub for Linda Neyer), Brooke Lylo, Todd Shawver, James Krause, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Bob Heckrote, Jerrold Harris, Michael McFarland, Sheila Jones, Tom Kresch (sub for Molly Marnella), Wayne Bridwell, Kristie Byrum (sub for Alaina Atkinson), Derek Berger, Angela LaValley, Sharlene Gilman

**Guests:** Jeff Garland, Meaghan Fuhrman

1. Approval of the Agenda of April 3, 2017

Chris Lynd moved to approve the agenda. Carolyn LaMacchia seconded the motion.

**Motion to approve the agenda passed by voice vote with one opposed.**

2. Approval of Minutes of March 20, 2017

Chris Lynd moved to approve the minutes. Jerrold Harris seconded the motion.

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

3. **Proposals:**

A. **Army 210- APL Leadership and Management 1 for 2 GEP's Goal 9 Healthy Living**

Todd Shawver made a motion to recommend Army 210 APL Leadership and Management 1 for 2 GEP's Goal 9 Healthy Living to the BUCC. Chris Lynd seconded the motion.

Bob Heckrote and Jeff Garland presented the proposal.

**Recommendations/Suggestions:**

- Provide justification and number of students for class size
- Add URL's to the reference section
- Consider adding asterisk then library in the reference section

**Motion to recommend to the BUCC with revisions passed by voice vote with 1 nay vote.**

B. **Army 220- APL Leadership and Management 2 for 2 GEP's Goal 10 Citizenship**

Chris Lynd made a motion to recommend Army 220 APL Leadership and Management 2 for 2 GEP's Goal 10 Citizenship to the BUCC. Mykola Polyuha seconded the motion.

Bob Heckrote and Jeff Garland presented the proposal.

**Recommendations/Suggestions:**

- Provide justification and number of students for class size
- Add URL's to the reference section

- Consider adding asterisk then library in the reference section

**Motion to recommend to the BUCC with revisions passed by voice vote with 1 nay vote.**

#### 4. Chairs Remarks

##### **General Education Summary Assessment Report (GESAR) Recommendations/Suggestions**

Recommendations and suggestions were added to the GESAR spreadsheet and this draft is saved and embedded. M. Wood identified rubric and assessment concerns related to GE Goal 3. M. Miller mentioned the possibility of using unique rubrics, and S. Jones described how different rubrics have been developed and used for Art courses. The GEC also addressed the possibility of reviewing pre and post-graduate data on the 10 GE Goals to assess improvement indicators. C. Lynd commented that the 5-year plan report could be used to report to the GEC.



GESAR  
Suggestions.docx

##### **GESAR Date Chart**

Jerrold Harris presented a draft of the GESAR timeline showing approximate time-periods for data collection, aggregation, reporting, and assessing this data.



Document2.docx

##### **Chairs Meeting**

M. Miller has been to three different Department Chair meetings over the year to provide an overview of each of the three GESARs (Goals 1-3, Goals 4-6, and Goals 7-10) and to answer questions. Mindi reiterated the invitation to the chairs that all GEC meetings have Open Forums, and the GEC encourages feedback that will help to improve the MyCore program. Chairs have not identified any areas of concern, although there have been informal discussions suggesting issues with the alignment of assignments, rubric data, and measurable student learning outcomes (SLOs).

##### **Foundational Math Courses**

Faculty email has been received about Foundational math and the process for higher-level math courses receiving credit as a Foundational course beyond Math Thinking. The wording for PRP 3612 (2nd reading again this coming Wednesday at BUCC) states math courses above 101 are acceptable as Foundational. The ALEKS placement test has tutorials and students can study & retake this exam which solves some of our past issues. List of courses beyond Math Thinking will be placed on the GE webpage, but it was noted that it is the same as what appears for students in their Degree Audit list (MyHuskies) when they still need a math course. Many programs/majors have received approved Foundational math course of their choice.



DRAFT-  
Foundational Math

### **GE Fellows for Summer 2017**

Mindi presented an overview of past GE Fellow opportunities and asked if anyone would be interested in an upcoming GE Fellow position. There may be 3-4 positions available with the Office of Planning and Assessment. The work would involve GE assessment that includes new software and multiple approaches to following student success and the progression of the GE outcomes and recommendations.

### **GE Retreat Possible Date**

The GEC members discussed past Retreats and the opportunity to conduct GE business to share the Fellows work and to plan GE activities for the upcoming academic year. GEC member availability for a summer GE Retreat is August 21<sup>st</sup> or 22<sup>nd</sup>, 2017. Building availability and other retreat logistics will be researched by J. Dayhoff and reported to J. Krause for approval.

### **Permission Paragraph for Artifacts**

Previously, the GEC discussed the implications for collecting artifacts (student work products) for the sake of GE assessment and improvement. After discussion with multiple individuals and representatives from PASSHE, no guidance or similar statement was obtained. M. Miller compared the need for this student notification as being similar to the information given about quality improvement activities done by healthcare facilities. Such a paragraph would let students know that their completed work may be reviewed. Mindi asked the drafted paragraph (below) be emailed to GEC members so that feedback can be collected and the draft edited for review at the next GEC meeting.

***Student work is collected, aggregated (grouped together), and analyzed for the purpose of quality improvement. Student work is assessed through a variety of methods that are secure and anonymous when possible. No studies occur from student work product outside the realm of quality assurance without following additional research and publication protocols from the Institutional Review Board (IRB). Click to indicate that you have read and understand that student work and aggregate student performance levels are assessed for the purpose of improving educational experiences and outcomes.***

### **Announcement**

Mindi announced that Kristie Byrum will be running for the GEC. She has been a consistent and willing substitute and representative at the GEC during both last semester and this semester.

5. **Open Forum**

Nothing was stated or reported.

**Carolyn LaMacchia made a motion to adjourn. Chris Lynd seconded the motion. Meeting adjourned at 3:35 p.m.**

## Minutes – General Education Council, April 17, 2017

Mindi Miller called the meeting to order at 2:05 PM on Monday, April 17, 2017 in Andruss Library Schweiker room.

**Members Present:** Mindi Miller, Marianna Wood, Linda Neyer, Brooke Lylo, Todd Shawver, James Krause, Chris Lynd, Mykola Polyuha, Carolyn LaMacchia, Bob Heckrote, Jerrold Harris, Michael McFarland, Wayne Bridwell, Kristie Byrum (sub for Alaina Atkinson), Derek Berger, Angela LaValley

**Guests:** Meaghan Fuhrman, Aimee Wenta, Luke Springman, Chris Donahue

1. Approval of the Agenda of April 17, 2017

Linda Neyer moved to approve the agenda. Todd Shawver seconded the motion.

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

2. Approval of Minutes of April 3, 2017

Carolyn LaMacchia moved to approve the minutes. Chris Lynd seconded the motion.

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

3. **Proposals:**

A. LangCult 390- Global Awareness through Study Abroad for 2 GEP's Goal 10 Citizenship

Jerrold Harris made a motion to recommend LangCult 390 Global Awareness through Study Abroad for 2 GEP's Goal 10 Citizenship to the BUCC. Linda Neyer seconded the motion.

Mykola Polyuha made a motion to re-word the motion from LangCult 390 to CLE 391. Linda Neyer seconded the motion.

Chris Donahue presented the proposal.

**Recommendations/Suggestions:**

- Proposal- Change to CLE 391
- Q1- Change effective date to Winter 2017
- General Suggestion Design a rule when this will be offered suggested registering the student as soon as the chair approved of the work
- Q3- Add information in regards to # of potential students
- Content- Should say 80 hours
- Syllabus- Change the spelling to artifacts
- Syllabus#13- Should be SC or NC no longer pass/fail
- Syllabus#15- Make reference section match other proposals in regards to library
- Rubric- Add title and number

**Motion to recommend to BUCC with revisions passed by voice vote with two abstentions.**

- B. **German 203-** German 3 for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities

Mykola Polyuha made a motion to recommend German 203 for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities to the BUCC. Carolyn LaMacchia seconded the motion.

Luke Springman presented the proposal.

**Recommendations/Suggestions:**

- **Omnibus-** Check dept. class size box
- **Q2-** Change to Spring 2018
- **Syllabus #11-** Add justification for other goals as well perhaps use Q2 language
- **Catalog -** Clarify the difference between German 203/204
- **Reference-** Add more to this section websites etc.
- **Rubric-** Elements box should say organization on 1<sup>st</sup> Rubric

**Motion to recommend to BUCC with revisions passed by voice vote with three abstentions.**

- C. **German 204, French 203, French 204-** each for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities

Jerrold Harris made a motion to recommend German 204, French 203, and French 204 each for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities to the BUCC. Michael McFarland seconded the motion.

Luke Springman presented the proposals.

**Recommendations/Suggestions:**

- **Overall Propoal** Same items as in German 203
- **Syllabus#10-** Should read German 203 before German 204
- **French 203,204-** Syllabus#14 change wording to as requested by GEC

**Motion to recommend to BUCC with revisions passed by voice vote with two abstentions.**

- D. **Spanish 203-** Spanish 3 for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities

Carolyn LaMacchia made a motion to recommend Spanish 203 for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities to the BUCC. Jerrold Harris seconded the motion.

Chris Donahue presented the proposal.

**Recommendations/Suggestions:**

- **Q2-** Latin America not American

- Syllabus #11- Talk about the writing process
- Rubrics- If OPA agrees take out the word modified

**Motion to recommend to BUCC with revisions passed by voice vote with two abstentions.**

- E. **Spanish 204-** Spanish 4 for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities

Mykola Polyuha made a motion to recommend Spanish 204 for 2 GEP's Goal 1 Communication and 1 GEP Goal 7 Arts and Humanities to the BUCC. Linda Neyer seconded the motion.

Chris Donahue presented the proposal.

**Recommendations/Suggestions:**

- Q2- Spain or Latin America match with other proposal
- Syllabus #11- Talk about the writing process
- Rubrics- If OPA agrees take out the word modified

**Motion to recommend to BUCC with revisions passed by voice vote with two abstentions.**

**4. Chairs Remarks**

Mindi received an email from a member on campus that has a CLE and was wondering if they had the ability to offer it as a course equivalent for a student for their experiences. The email went back and forth with many different opinions. Mindi said this topic continues to be debated and we need to try and figure how to make it come out right for the students.

Mindi received an email from Communication Study course students about being interviewed for the topic of the GEP requirements. Mindi has been interviewed and she suggested the students come to a GEC meeting and ask the members if any of them would like to comment on the subject for their project.

NCHEMS has been retained to assist PASSHE in conducting a review of the systems for overall opportunities and to make recommendations. They have a good reputation for collecting and analyzing data. Mindi will be meeting with them and would like to know the members thoughts on the subject prior to the meeting.

**GESAR Date Chart**

Mindi displayed and discussed the updated timeline.

**GE Fellows for Summer 2017**

Mindi noted how important the Summer Fellows are for the GEC. This summer the fellows will be working with new data, analysis, and software. The GEC website will be worked on as well with an effort to streamline the information.

**GE Retreat Date**



The Retreat date will be August 22 in Kehr Union room 345 from 8 to 4:30. Mindi asked the members to mark their calendars for the event.

#### **Permission Paragraph for Artifacts**

Mindi asked the members to please look at the paragraphs and send their input to her. Jeanne will send the word document to the members for review.

#### **Thank You**

Mindi gave a huge thank you to all the members of GEC for all their hard work. Michael McFarland also said a big thanks to the student representatives Derek Berger and Wayne Bridwell.

#### **Information Literacy and Threshold Concepts**

Charlotte Droll and Terry Riley presented the Framework for Information Literacy for Higher Education. This was adopted to replace the Value Rubric and the context is very important. Dr. Riley stated it captures the real cognitive environment in a way that AAC&U does not. A replacement for AAC&U is being worked on and he will come back in the fall with information on that. He asked to place him on the first agenda for the fall semester.

#### **Other Items**

Linda Neyer wanted an update on the Specialist Groups. Mindi commented that there will be discussion at the GE Retreat regarding the assessment piece. She also commented that a list has been started.

**Michael McFarland made a motion to adjourn. Mykola Polyuha seconded the motion. Meeting adjourned at 4:05 p.m.**