

## **GENERAL EDUCATION COMMITTEE MINUTES 1/14/03**

ABSENT: Lovelace-Cameron, Mosca, Munro, and Sweeney

990435 – POLIT 3700, The American Presidency, WI. Jenkins provided revisions from the instructor for the course, Dr. Sunil Ahuja. Concerns expressed at an earlier meeting revolved around the use of essay exams as a writing assignment. In his revised proposal, the instructor explained that he was grading student writing on the final exam, and apparently gave them feedback from the mid-term exam. Terry Riley wondered if he graded writing on the mid-term, or simply gave feedback. A question was also raised about drafting as part of this process. After much discussion, it was generally agreed that a take-home essay that gave students sufficient time to write would be an acceptable second writing exercise. Jenkins was to communicate this standard to the instructor.

990437 – CSCI 4801, Software Engineering, OCI. Jenkins handed out a copy of the proposal to each committee member, and explained that Dan O'Neill had endorsed the proposal. Committee members were very positive about the proposal. Gergits moved, Castronovo seconded, a motion to certify. Motion passed.

990438 – COUNS 1588, Exploring Leadership: Theory and practice, PS. Jenkins distributed a copy of this proposal and asked committee members to read it for next week.

AACU Convention in Philadelphia, February 27-March 1 – Jenkins invited committee members to come to this general education convention, particularly because one of the themes was assessment of general education, which would be a major topic for committee consideration this semester. He reminded them that all expenses would be covered by the general education budget. Please make a decision soon.

**Meeting time – Jenkins was concerned that the designated time, Tuesdays at 1 pm, was not working for some committee members as they adjusted to the new semester and their responsibilities. It was decided to meet next week on Wednesday, at 1 PM.**

## **GENERAL EDUCATION COMMITTEE MINUTES 1/22/03**

ABSENT: Lovelace-Cameron, Munro, Sweeney, Tessier

990347 – MKTG 4825, Marketing management, WI. This course lacked a drafting process both in the answer to question 7 and on the syllabus. Mosca raised a question about the possibility of having either instructor or peer review as part of the drafting process. The committee agreed that there should be instructor review as part of the course. With that condition for syllabus change, Mosca moved, Crist seconded, a motion to certify. Motion passed.

990348 – MKTG 4815, Marketing Research, CT. Shipka had asked for a better delineation of the critical thinking skills and their link to assignments, which were provided in the new proposal. Castronovo moved, Crist seconded, a motion to certify. Motion passed.

990424 – MKTG 4848, Marketing and Social Responsibility, WI. This course needed a drafting process, which was now available in the revised proposal. It was noted that this course also allowed either instructor or peer review, and should conform to the requirement of instructor review. With that condition, Mosca moved, Crist seconded, a motion to certify. Motion passed.

990425 – MKTG 3726, Consumer Behavior, CT. Shipka had asked for a fuller delineation of the critical thinking skills and their relationship to assignments, which Jim Kohut's revisions provided. Crist moved, Riley seconded, a motion to certify. Motion passed.

990438 – COUNS 1588, Exploring Leadership: Theory & Practice, Personal and Social. The committee had the following reservations: 1) the course had not been sent to UCC; 2) the course did not provide for one subsidiary goal as required for this domain; 3) there appeared to be the possibility of graduate students taking this course for graduate credit (statement in the syllabus).

990361 – CRJUS 3736, Criminal Victimization, Personal and Social. This course needed to more clearly define its prerequisite as a course potentially in the personal and social responsibility domain.

**There will be no meeting next week. The committee is examining the possibility of meeting on Mondays at 1 PM – there will be further notification regarding the date of the next meeting.**

## **GENERAL EDUCATION COMMITTEE MINUTES 2-24-03**

ABSENT: Castronovo, Sweeney, Tessier

990428 – BIOL 3702L, Microbiology Laboratory, WI. Biology had returned a revised syllabus with a statement about meeting the general education writing intensive requirement, and with a drafting process. Gergits moved, Riley seconded, a motion to certify. Motion passed.

90265 – PSYCH 3755, Developmental Psychology 1, the Child, PS. Jeff Coldren has submitted for our review a new course title and description. Jenkins explained that we had twice turned down this proposal. However, Jenkins had indicated to Coldren that the course could possibly become a general education course if it had a title and description that demonstrated that it was a broad course for all students, not merely a course for the education majors. Coldren had attempted to do so and asked for some feedback on whether the new course title and description were sufficient. Mosca indicated a concern as to whether the other two developmental courses would also be submitted as general education courses. She also pointed out that this proposal did not include adolescence and may not be broad enough. Gergits commented that she was in favor of the earlier proposal, but now thought that the new description was a step backward. Riley advised the committee that the college of education had dropped this course and was using Lifespan Development in its place; hence, it was unlikely that this course would regain its position within the education curriculum. Jenkins noted the division within the committee regarding the course, and called for committee members to think about their position for a week. The committee would discuss this proposal at the next meeting, and decide whether to proceed or to issue a final rejection.

990426 – MGT 4819, Selection, Training, and Development, WI. Ram Kasuganti has submitted revisions. The committee was satisfied with the revision on the drafting process, but still wanted a statement about meeting the writing intensive requirement. With that proviso, Gergits moved, Crist seconded, a motion to certify. Motion passed.

990431 – BIOL 2630L, Human Physiology Laboratory, WI. There was a problem with prerequisite not including ENGL 1551. Jenkins explained that he had talked with Bob Leipheimer, the chair of the Biology Department, about their desire to exclude ENGL 1551 as a prerequisite since it conflicted with the needs of the NEOUCOM students. Because the NEOUCOM students constituted only a small segment of the students in that course, he was willing to add the ENGL 1551 prerequisite, but he wanted to be able to allow the NEOUCOM students to forego the prerequisite if their schedule demanded it. The committee wanted to know more about the conflict facing the NEOUCOM students, and why they could not take writing intensive on the upper division level. Jenkins pointed out that it may be a problem arising from the fact that NEOUCOM students have to take what is a required WI course prior to taking the ENGL 1551 course. Jenkins was to gather more information from the Biology Department.

990435 – POLIT 3700, The American Presidency, WI. Sunil Ahuja had sent revisions regarding the use of essay exams as part of the writing assignments. The instructor had decided to have take-home essay exams, which would be graded for style and content. Some expressed a concern about whether students would have a chance to rewrite the exams, but it was decided it was not necessary. Mosca moved, Lovelace-Cameron seconded, a motion to certify. Motion passed.

990438 – COUNS 1588, Exploring Leadership: Theory & Practice, Personal and Social. The department has responded to the need for another goal, and to the listing of the course as a 1500 level course. However, there was no indication that this course satisfied the PSR goals on the syllabus. Mosca moved, Kasuganti seconded, a motion to certify pending that inclusion on the syllabus. Motion passed.

990439 – HSC 4899, Senior Seminar, CA. Mosca expressed concern about the fact that this capstone course came before the internship. Gergits pointed out that education had set a precedent for this practice. Mosca moved, Crist seconded, a motion to certify. Motion passed.

990440 – A&S 2690, Identities and Differences, ST. Jenkins pointed out that, when the dispute over Anne McMahon's course had taken place, the committee had indicated that it thought that the Selected Topics domain was an appropriate place for such courses. Mosca moved, Lovelace-Cameron seconded, a motion to certify. Motion passed.

990441 – A&S 2690, Identities and Differences, CT. Jenkins was to submit this proposal to the review committee prior to consideration.

990442 – MGT 4850, International Business, WI. Copies available at meeting.

Jenkins announced that we would meet next Monday at 1 PM.

## **GENERAL EDUCATION COMMITTEE MINUTES 3/3/03**

ABSENT: Castronovo, Mosca, Riley, Tessier

990435 – BIOL 2630L, Human Physiology, WI. Bob Leipheimer, chair of the Biology Department, attended to answer questions of the committee regarding this course. Jenkins explained that a 2600 level course must have a prerequisite of ENGL 1551, but that the biology department was concerned about the possibility of a number of NEOUCOM students, who would have to take this course without having had ENGL 1551. These students, Leipheimer contended, had to take this course early, yet technically they could not because of non-completion of the prerequisite. Munro pointed out that chairs or deans could make a decision to permit such students to take the course. It was agreed that Biology would submit a new course description with the prerequisite of ENGL 1551, but the chair could decide on a case-by-case basis as to whether a student could take the course without the prerequisite. Jenkins indicated that he would pursue the possibility of other courses that NEOUCOM would take being certified as writing intensive.

990265 – PSYCH 3755, Developmental Psychology: the Child, PS. The committee continued its discussion of the changed title and description recently submitted for feedback by Jeff Coldren. Several members, Gergits and Lovelace-Cameron, indicated that they had favored the first proposal. Jenkins reported that Nancy Mosca, who could not be in attendance, was in opposition to the proposal because of its narrowness. Nancy Sweeney told the committee that the college of education did not need this course; it had other options that it was presently using. After much discussion, it was decided to encourage Jeff Coldren to resubmit a full proposal with the changed title and description.

990441 – A&S 2690, Identities and Differences, CT. The committee discussed Thomas Shipka's report on this course. Committee members noted that they did not wish to determine pedagogies, nor the tone of the course. They asked Jenkins to discuss the report with Sherry Linkon, and indicate that the committee was open to discussion regarding the report.

990442 – MGT 4850, International Business, WI. Jenkins passed out copies of this proposal, which needed review by Jay Gordon prior to committee consideration.

990443 – ENST 1500, Introduction to Environmental Studies, NS. Munro raised some question about how "scientific" this course was, but withdrew his objections. Kasuganti moved, Munro seconded a motion to certify. Motion passed.

Next meeting – Monday, March 17<sup>th</sup>, St. Patrick's Day at 1 PM.

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General education committee agenda 3/5/03

COURSES STILL PENDING

990277 – HMEC 3780, Consumer Economics, CT. No revisions yet.

990279 – CIS 4840, Business System Analysis & Design, CA. No resubmission yet.

990361 – CRJUS 3736, Criminal Victimization, Personal and Social. No response yet.

990385 – TEMC 3702, Characteristics of Early Adolescents and Implications, WI. Schramer and committee questioned one 500-word assignment as only one to undergo writing process. Beary-Williams has responded, but she is on sabbatical.

990393 – CRJUS 3715, Criminal Justice Management Concepts, CT. Committee had questions about the position paper and a separately listed term paper. No response yet.

COURSES FOR REVIEW AT MEETING

✓ 990265 – PSYCH 3755, Developmental Psychology 1, the Child PS. Jeff Coldren has submitted for our review a new course title and description.

990431 – BIOL 2630L, Human Physiology Laboratory, WI. Problem with prerequisite not including ENGL 1551; they agree to submit it with prerequisite.

Lab component.

Jay Gordon

990441 – A&S 2690, Identities and Differences, CT

RK<sup>1</sup> Pm<sup>2</sup> pending change

Mottin passes

990442 – MGT 4850, International Business, WI.

990443 – ENST 1500, Introduction to Environmental Studies, NS.

Mottin passes

Pm<sup>1</sup> W y<sup>2</sup>

## **General Education Committee Minutes 3/17/03**

ABSENT: Castronovo, Tessier, Young

Sharon Stringer, the new Director of Assessment, gave the attached report both on her activities as a new director and her attendance at the recent AACU convention of general education in Philadelphia at the end of February. She has asked the department chairs to provide a report on their assessment methods as a means of encouraging a return to annual assessment. She will also be available to assist the General Education Committee in its efforts to assess its program. Teri Riley, who also attended the AACU convention, reported on what James Madison University was doing for assessment of general education. She reported that they had an office with staffing and considerable financial support. In addition, they had a yearly assessment day on which students were required to complete forms or not be able to register for the upcoming semester. They employed this method as a means of getting sufficient response from students.

Jenkins reported on what the General Education Committee had accomplished in assessment. Two years ago seniors had filled in a form evaluating how well they had reached of the general education goals; obviously, those students were under the old general education model. The purpose was to secure a benchmark for those students completing the new model. At the same time Marie Cullen, past director of assessment, had administered the Academic Profile test (ETS) to incoming freshmen and outgoing seniors. The results indicated that entering freshmen scored lower on a variety of criteria than those at similar institutions. However, our exiting seniors scored at the average level. An additional method was the collection of syllabi from general education courses, and evaluation by the committee of how well the syllabi expressed commitment to the original proposal. Finally, the English, Math, and Communication departments had undertaken some assessment of their skill courses required of all students. It was Jenkins' opinion that these represented a good start, but that additional work and development were required.

Jenkins then talked about the domain areas. Panels at AACU and at other conferences he had attended recommended the use of goals as part of the assessment. Since each of our domains had several goals attached to each course certified, departments should be able to identify outcomes for their general education courses, and to develop multiple means of assessing how well those courses achieve those outcomes. He suggested that each department be required in the upcoming year to develop outcomes in the fall semester and to select methods of assessment in the spring. It was felt that this approach would give each department a means of controlling the assessment and produce a desire to participate. Jenkins was also concerned that each department be allowed to spread the assignment over a manageable period of time; departments should not be overburdened with assessment of all goals or outcomes every year. Committee members were receptive to these suggestions, but Jenkins expected to provide a more detailed recommendation at a future meeting. Ultimately, the committee would have to decide what means to use.

## **GENERAL EDUCATION MEETING MINUTES 3/24/03**

ABSENT: Castronovo, Mosca

### **COURSES FOR REVIEW AT MEETING**

990277 – HMEC 3780, Consumer Economics, CT. Revisions respond to our earlier concerns. Jenkins provided copies of the revised proposal to those at the meeting. He noted that the proposal had addressed the issue of a proper prerequisite, the lack of a statement regarding critical thinking and an indication of the critical thinking skills addressed. Teri Riley noted that Tod Porter, chair of the Economics Department, had called Jean Hassell regarding the Economics 1502 and 1503 courses (they were no longer being offered and were inappropriate for the background needed by the students taking this course). Jenkins was to check in on the disposition of Porter's concern. Munro moved, Kasuganti seconded, a motion to certify pending clarification of the prerequisite issue. Motion passed.

990442 – MGT 4850, International Business, WI. Report from Jay Gordon is in; the course lacks a drafting process, and also has not statement about satisfying the writing intensive requirements. It also needs to have a statement in its goals regarding the development of oral skills.

990444 – SPED 5864, Service Coordination, Collaboration, and Consultation for Students with Special Needs, OCI. Dan O'Neill approves of this course. The syllabus lacks a statement that it satisfies the oral communication intensive requirement. Gergits moved, Crist seconded, a motion to certify pending inclusion of a statement on the syllabus regarding its satisfaction of the oral communication intensive requirement. Motion passed.

990445 – PSYCH 3755, Child Development, PS. This proposal is a resubmission of 990265, which the committee has discussed in recent weeks. Gergits moved, Munro seconded, a motion to certify. Motion passed.

990446 – PSYCH 3779, Careers in Psychology, WI. Jay Gordon endorses this proposal. Munro moved, Riley seconded, a motion to certify. Motion passed.

990447 – PSYCH 3779, Careers in Psychology, OCI. Dan O'Neill has approved of this course proposal. Crist moved, Sweeney seconded, a motion to certify. Motion passed.

990448 – THTR 1512, Survey of Musical Theater, AL. Jenkins distributed copies of this course, and indicated that it would be considered at next week's meeting.



## **GENERAL EDUCATION COMMITTEE MINUTES 3/31/03**

990441 – A&S 2690, Identities and Differences, CT. Shipka's remarks were sent to Sherry Linkon with committee comments; Tess has sent a response providing a response to question 5) A. Gergits moved, Crist seconded, a motion to certify. Motion passed.

Jenkins passed out the following courses from the School of Engineering Technology:

990448 – STECH 1505, Introduction to Engineering Technology, CT  
990449 – CCET 2604, Properties and Strength of Materials, CT  
990450 – CCET 3705, Computing for Technologists, CT  
990451 – CCET 3714L, Materials Laboratory 2, WI  
990452 – CCET 4824, Environmental Technology, WI  
990453 – MET 3700, Physical Measurements, WI  
990454 – MET 4820, Machine Systems, WI  
990455 – CCET 3730, Transportation Technology, OCI  
990456 – CCET 4817, Construction Management, OCI  
990457 – MET 4860L, Robotics Technology Laboratory, OCI

These courses had no syllabi, which Bill Wood, the Director, was now aware of. Jenkins would send the syllabi as soon as he received the copies.

990458 – THTR 1512, Survey of Musical Theater, AL. Jenkins informed the committee that a course in the Artistic and Literary domain had to satisfy goal 8 and one other goal. The Theater Department had chosen goal 10. Gergits moved, Kasuganti seconded, a motion to certify. Motion passed.

990459 – ART 3788, Theory of Art, CT. Jenkins passed out this proposal, and indicated that the committee would consider it at next week's meeting.

Jenkins then passed out the attached list of principles for assessing general education domain courses. There was much discussion, and the following changes were adopted:

- 1) include the word, domain, in the first item;
- 2) add wording to the parenthesis in item 2 to indicate that the goals listed are from the societies and institutions domain;
- 3) require the departments to complete assessment of the full cycle of objectives over a 3 to 5 year period.
- 4) add a seventh item that calls for each department to send an assessment report to the General Education Committee for review;
- 5) place DRAFT and the date on the copy.

## **GENERAL EDUCATION COMMITTEE MINUTES 4/7/03**

ABSENT: Castronovo, Crist, Gergits

Jenkins passed out the syllabi for the School of Technology courses, which will be reviewed at next week's meeting. The committee asked for a more complete syllabus for the capstone course.

Technology's request to count the Physics 1501 and 1502 sequence, along with the associated labs, as satisfying the natural science requirement -- John George from the School of Engineering Technology had sent a memo outlining their position that the four courses and nine semester hours should count as three courses. Warren Young noted that the separation of the labs and the courses had occurred long ago, but that the Physics Department considered the labs to be part of the lecture courses. Most students, but not all, took a course and the associated lab together. Moreover, the courses had been submitted, on the fast track, linked together (1501/L and 1502/L) as natural science substitutes. Mosca was concerned that acceptance of the request would set a precedent for other programs. It was pointed out that the biology and chemistry departments embedded the labs in their basic courses; yet these courses did not count as three courses. A question was also raised about the engineering technology programs and whether they required a science course from another department. Since mechanical engineering technology, for instance, required a chemistry course, the student would have a third course anyway. Mosca moved, Sweeney seconded, a motion to reject the request on the basis that the labs were intended to be part of the regular course. Motion passed with Munro abstaining.

Assessment of Domains – Jenkins presented the edited draft completed on 3/31/03. Jenkins explained the changes. Mosca questioned the use of the word "must" in the fourth item. She thought it better to change the wording to "but will accomplish a complete survey over a 3-4 year cycle." Everyone agreed with the change. Kasuganti moved, Mosca seconded, a motion to approve the amended document, which is appended to these minutes.

## **GENERAL EDUCATION COMMITTEE MINUTES 4/14/03**

ABSENT: Castronovo, Gergits, Kasuganti, Young

990451 – CCET 3714L, Materials Laboratory 2, WI.

990452 – CCET 4824, Environmental Technology, WI.

990453 – MET 3700, Physical Measurements, WI

Jay Gordon presented concerns about the lack of a drafting process in all three proposals. They also lacked a statement about meeting the WI requirement and there was no mention of writing as a goal of the courses

990454 – MET 4820, Machine Systems, WI.

990457 – MET 4860L, Robotics Technology Laboratory, OCI

These courses were not reviewed because they lacked a syllabus.

990455 – CCET 3730, Transportation Technology, OCI

990456 – CCET 4817, Construction Management, OCI

Although Dan O'Neill approved of the proposal answers, there needed to be more indication on the course syllabi that these courses satisfied the oral communication intensive requirement.

990460 – HSC 3802, Foundations of Health Education: Theory and Practice, OCI. Dan O'Neill approved of this course. The committee decided that the proposal was well done except for a statement copied from earlier when there were two oral communication intensive courses required. Munro moved, Mosca seconded, a motion to certify pending alteration of the incorrect reference. Motion passed.

990461 – FRNCH 3720, Literature & Culture: France, WI. Jay Gordon approved. Riley moved, Crist seconded, a motion to certify. Motion passed.

990462 – FRNCH 3725, Literature & Culture: America, WI. Jenkins noted that this course was misnumbered; it should be 3730 with a different description (not the same as FRNCH 3720). The syllabus was also the same as the one for FRNCH 3720. It was decided that the course should be returned for revision.

4/21/04 – The general education committee met, but did not have a quorum (Jenkins, Crist, Gergits, Riley, Sweeney in attendance). This subcommittee met and agreed to send course proposals 448 (STECH 1505), 449 (CCET 2604), 450 (CCET 3705), and 459 (ART 3788) back to include a statement about the satisfaction of the CT requirement, an inclusion of CT in the goals of the course, and a designation of the CT assignments and their relationship to specific CT skills.

## **GENERAL EDUCATION COMMITTEE MEETING 5/5/03**

ABSENT: Gergits, Lovelace-Cameron, Riley, Sweeney

Request from School of Technology – John George and Bill Wood from the School of Technology were present to argue on behalf of their proposal that the PHYS 1501, 1502, 1501L, 1502, which counted as nine SH, should count as three courses within the natural science domain of the general education requirements. The issue arose, according to George, when he was working on a new interdisciplinary degree in Technical Management that was being proposed as an ICP, but could evolve into a regular degree. He pointed out that the physics sequence under quarters had counted as 13 hours (PHYS 501+502+503 with attached labs, 501L, 502L, and 503L), but the Physics department had reduced the sequence to two courses worth 4 SH and 3 SH respectively and two labs (one SH each). Meanwhile, the history department had converted 12 QH of HIST 511+512+513 into two courses, 1511 and 1522, worth 6 SH. Thus, a history major could take these two courses and one other to complete the societies and institutions domain within 9 SH, while the natural science major would have to take 12 SH in Physics in order to complete the NS domain. He considered this discrepancy to be unfair to the science majors. Thereby, he was proposing that 9 SH be the criterion for completion rather than 3 courses. Thus, if the General Education Committee agreed, the new principle would apply to other students as well, and not just to the proposed ICP.

Kasuganti commented that he was favorable to applying the principle only to the ICP as a means of trying it out. Mosca urged George and Wood to consider that general education was supposed to enhance the liberal arts area, but George noted the problem of the number of hours required for the technology programs and the pressure being exerted to reduce the number of hours for graduation. Some discussion occurred with Warren Young about whether the two labs could be combined into a two credit course, and thereby count as a third course. In addition, Wood pointed out that his department needed more general education courses to be scheduled in the evenings.

After George and Wood left, the committee discussed the issue of how to count the physics courses. Most of those present were concerned about how this new principle would affect other science courses, particularly those in Chemistry and Biology. One member expressed his willingness to vote for the ICP because of its requirements, but not for the principle in general. Jenkins explained that the committee could take any one of the following four steps: 1) make an exception for the ICP; 2) ratify the new principle of 9 SH for everyone; 3) examine the possibility of Physics combining the lab courses into a 2 SH course; 4) maintaining the present rule. Committee members did not feel that option three was something the committee could recommend. After further discussion, Castronovo moved, Mosca seconded, a motion NOT to approve the request. The motion passed with three abstentions.

## **GENERAL EDUCATION COMMITTEE MINUTES 7-22-03**

Absent: Castronovo, Lovelace-Cameron, Mosca, Sweeney

990442 – MGT 4890, International Business, WI. Questions had been raised about the inclusion of a drafting process and of a statement that this course satisfies general education WI requirements. Jenkins pointed out that these elements had now been included, and that one of the three papers was to be drafted. Young moved, Crist seconded, a motion to certify. Motion passed.

990459 – ART 3788, Theory of Art, CT. Originally, the syllabus, now resubmitted, needed a statement regarding satisfaction of Gened requirement, inclusion of CT as one of the goals, and a designation of the CT assignments and their relationship to specific CT skills. After a brief discussion, Crist moved, Riley seconded, a motion to certify. Motion passed.

990463 – A&S 4880, General Studies Capstone, CA. The committee raised a question about how far the general studies degree had progressed in its path to overall approval, so Jenkins agreed to check on its status. There were also concerns about the vagueness of the overall description of the course and the justification of it as a capstone. The committee decided to return the course proposal for further work.

990464 – SOCIO 4850, Research Methods, WI. Jay Gordon had approved the proposal. The only problem noted by Jenkins was the lack of inclusion of writing in the course goals on the syllabus. Young moved, Kasuganti seconded, a motion to certify pending the inclusion of writing in the goals. Motion passed.

990465 – PSYCH 3702L, Abnormal Psychology Laboratory, OCI. Committee members were satisfied with the proposal. Kasuganti moved, Young seconded, a motion to certify. Motion passed. Jenkins indicated that he would check with Joe Mistovich on whether this proposal was for a new course.

990466 – SOCIO 4851, Social Research, CA. 990467 – ANTHRO 4851, Social Research, CA. Jenkins noted that the course proposals were for the same course, although it was listed under both majors, and that the courses were not new. The committee was impressed with the rigor of the proposal. White moved, Crist seconded, a motion to certify both proposals. Motion passed.

Jenkins welcomed Nancy White to the meeting as the replacement for Tessier as the representative of the personal and social responsibility domain.

## General education committee agenda June 2003

### COURSES STILL PENDING

990279 – CIS 4840, Business System Analysis & Design, CA. No resubmission yet.

990361 – CRJUS 3736, Criminal Victimization, Personal and Social. No response yet.

990385 – TEMC 3702, Characteristics of Early Adolescents and Implications, WI. Schramer and committee questioned one 500-word assignment as only one to undergo writing process. Beary-Williams has responded, but she is on sabbatical.

990393 – CRJUS 3715, Criminal Justice Management Concepts, CT. Committee had questions about the position paper and a separately listed term paper. No response yet.

990442 – MGT 4850, International Business, WI. Questions about drafting process and indication that this course satisfies general education WI requirements.

990448 – STECH 1505, Introduction to Engineering Technology, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990449 – CCET 2604, Properties and Strength of Materials, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990450 – CCET 3705, Computing for Technologists, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990451 – CCET 3714L, Materials Laboratory 2, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

990452 – CCET 4824, Environmental Technology, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

990453 – MET 3700, Physical Measurements, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

990454 – MET 4820, Machine Systems, WI. No syllabus yet.

990455 – CCET 3730, Transportation Technology, OCI. Approved by Dan O'Neill, but need more indication on the syllabus that course meets OCI standards.

990456 – CCET 4817, Construction Management, OCI. Approved by Dan O'Neill, but need more indication on the syllabus that course meets OCI standards.

990457 –MET 4860L, Robotics Technology Laboratory, CA. Lacks a syllabus.

990459 – ART 3788, Theory of Art, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills. E-mail on 6-26.

990462 – FRNCH 3725, Language & Culture: America, WI. Problem with misnumbering of course, and a syllabus that looks identical with the one from FRNCH 3720. E-mail on 6/26.

#### COURSES FOR FIRST READING

990463 – A&S 4880, General Studies Capstone, CA.

990464 – SOCIO 4850, Research Methods, WI.

990465 – PSYCH 3702L, Abnormal Psychology Laboratory, OCI.

990466 – SOCIO 4851, Social Research, CA.

990467 – ANTHRO 4851, Social Research, CA.

## General education committee agenda July 22,2003

### COURSES STILL PENDING:

990279 – CIS 4840, Business System Analysis & Design, CA. No resubmission yet.

990361 – CRJUS 3736, Criminal Victimization, Personal and Social. No response yet.

990385 – TEMC 3702, Characteristics of Early Adolescents and Implications, WI. Schramer and committee questioned one 500-word assignment as only one to undergo writing process. Beary-Williams has responded, but she is on sabbatical.

990393 – CRJUS 3715, Criminal Justice Management Concepts, CT. Committee had questions about the position paper and a separately listed term paper. No response yet.

990448 – STECH 1505, Introduction to Engineering Technology, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990449 – CCET 2604, Properties and Strength of Materials, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990450 – CCET 3705, Computing for Technologists, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990451 – CCET 3714L, Materials Laboratory 2, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

990452 – CCET 4824, Environmental Technology, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

990453 – MET 3700, Physical Measurements, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

990454 – MET 4820, Machine Systems, WI. No syllabus yet.

990455 – CCET 3730, Transportation Technology, OCI. Approved by Dan O'Neill, but need more indication on the syllabus that course meets OCI standards.

990456 – CCET 4817, Construction Management, OCI. Approved by Dan O'Neill, but need more indication on the syllabus that course meets OCI standards.

990457 – MET 4860L, Robotics Technology Laboratory, CA. Lacks a syllabus.



**General education committee agenda August 25,2003**

**COURSES STILL PENDING:**

990279 – CIS 4840, Business System Analysis & Design, CA. No resubmission yet.

990316 – FNLG 1500, Introduction to Foreign Language Study. No resubmission yet.

990361 – CRJUS 3736, Criminal Victimization, Personal and Social. No response yet.

990393 – CRJUS 3715, Criminal Justice Management Concepts, CT. Committee had questions about the position paper and a separately listed term paper. No response yet.

990431 – BIOL 2630L, Human Physiology Laboratory. Prerequisite problem. No response yet.

990448 – STECH 1505, Introduction to Engineering Technology, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990449 – CCET 2604, Properties and Strength of Materials, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990450 – CCET 3705, Computing for Technologists, CT. Syllabus needs a statement regarding satisfaction of Gened requirement, inclusion of CT in goals, and a designation of the CT assignments and their relationship to specific CT skills.

990451 – CCET 3714L, Materials Laboratory 2, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

990452 – CCET 4824, Environmental Technology, WI. Lacks drafting process, inclusion of writing in goals, and a statement about meeting WI requirement.

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990456 – CCET 4817, Construction Management, OCI. Approved by Dan O’Neill, but need more indication on the syllabus that course meets OCI standards.

990457 – MET 4860L, Robotics Technology Laboratory, CA. Lacks a syllabus.

990462 – FRNCH 3725, Language & Culture: America, WI. Problem with misnumbering of course, and a syllabus that looks identical with the one from FRNCH 3720. E-mail on 6/26.

#### COURSES TO BE CONSIDERED

990363 – PHIL 3760, Ethics of War and Peace. Needs change in prerequisite. Have received a new proposal with the change.

990385 – TEMC 3702, Characteristics of Early Adolescents and Implications, WI. Schramer and committee questioned one 500-word assignment as only one to undergo writing process. Beary-Williams has responded with an amended proposal.

990463 – A&S 4880, General Studies Capstone, CA. Have received an amended proposal from Jane Kestner.

## GENERAL EDUCATION COMMITTEE MEETING 9-3-2003

Absent: Lovelace-Cameron, Sweeney, and White

**Meeting time** – Jenkins laid out the possible meeting times for the committee during the fall semester. The committee reached a consensus to rotate the meeting between Thursday afternoons at 4 PM, and Friday mornings at 8 AM. Although there were over 20 courses that might be submitted pending revisions, Jenkins did not think that the committee would be meeting every week as in the past. He also alerted the committee to the fact that assessment was now becoming a priority. Hence, departments would be reviewing their learning outcomes for courses in each general education domain, and submitting a report sometime in late November with restated outcomes. The committee would then review those reports. During the second semester departments would decide on what multiple measures they might use to assess student achievement of the learning outcomes, and submit a report on their plan for the upcoming year. The committee would also review those reports.

990363 – PHIL 3760, Ethics of War and Peace, Personal and Social Responsibility. Jenkins explained that this course had come to the committee much earlier, but that Barbara Brothers' refusal to sign off on the course and the lack of an adequate prerequisite had precluded committee consideration. In March of 2002 the Philosophy Department had resubmitted the course, and it had been assigned its present number. The course description still did not have a proper prerequisite – a lower division general education course – so Tessier was to inform the department. Last spring Philosophy submitted a changed course to the Arts and Sciences Curriculum Committee, which held off approval until a mistake on the form was corrected. Gabriel Palmer Fernandez had talked with Bill Jenkins about the length of time -- four years -- that his course had been under consideration. He asked that Jenkins provide committee members with a complete record of various submissions.

Committee members approved of the course except for the syllabus, which needed to include a statement that the course satisfied the requirement in the personal and social responsibility domain and a listing of the two major learning outcomes to be achieved in the course. Munro moved, Crist seconded, a motion to certify pending reception of a revised syllabus. Motion approved.

990385 – TEMC 3702, Characteristics of Early Adolescents and Implications for Curriculum and Instruction, WI. Jenkins noted that Janet Beary-Williams had returned from a sabbatical and resubmitted her syllabus. The original objection of the committee and of Jim Schramer was to the application of the drafting process to the 500-word philosophy assignment only. The new syllabus mentioned the process in connection with the Reflective Learning Log as well. Gergits raised a question regarding the wording; she was concerned that the directions regarding the drafting process did not indicate whether the instructor had to be a part of the drafting process. In short, there was no

indication that the instructor would read drafts and provide feedback to the students. The committee decided to return the course for the inclusion of a more direct statement, and also of a statement listing improved writing under the skill goals of the course.

990463 – A&S 4880, General Studies Capstone, CA. Jenkins explained that Jane Kestner had revised the syllabus to meet the objections of the committee that it did not reflect the goals of a capstone very well. She had talked with Jenkins about the difficulty of drafting a sample syllabus because of the multidisciplinary nature of the degree, and indicated that the new revision was the best she could do at this time. Jenkins explained that this course had already passed the University Curriculum Committee, which should not have occurred. Munro talked about the difficulty that the UCC had had with the proposal, that suggestions had led to changes in the course, and that the UCC had unenthusiastically passed the course. Discussion then centered on how this course might be implemented and assessed. Nancy Mosca pointed out that the committee's concern should be only with whether it met general education criteria for a capstone, not how it was to be implemented. Mosca moved, Castronovo seconded, a motion to certify. Motion passed.

## **GENERAL EDUCATION COMMITTEE MINUTES 10-17-2003**

Absent: Lovelace-Cameron, Mosca, Sarro, Sweeney

The Committee discussed the upcoming assessment of general education courses. Jenkins passed out the forms being used for the fall and spring, and explained that the departments were responsible for creating an infrastructure for assessment this year, prior to actually assessing next year. In the fall, each department would establish the learning outcomes for each general education course in a domain, and follow through in the spring with the establishment of an assessment plan that denotes the multiple measures being used, which outcomes they will address, how the department will employ a feedback loop, and when they will be done. Jenkins indicated that these forms were based on what standards North Central had applied to general education assessment. Our job was to make sure that each department addressed the important components. Discussion ensued about faculty concerns relating to the time and energy expended on assessment, the difficulties in evaluating each outcome, and the request from departments with outside accrediting that they might use the material already prepared for the outside agencies. It was agreed that departments could use material from other accrediting reports, but the General Education Committee would still have to determine whether additional information was needed.

## **GENERAL EDUCATION COMMITTEE MINUTES 10-30-2003**

Absent: Kasuganti, Munro, Riley

990363 – PHIL 3760, Ethics of War and Peace. Jenkins noted that Gabriel Palmer-Fernandez had redone his syllabus so that it contained a sentence about satisfying the general education requirement and a section on the general education goals. Crist moved, Mosca seconded, a motion to certify. Motion passed with a request that there be a request to correctly identify the domain on the syllabus.

990468 – CRJUS 4848, Loss Prevention & Assets Protection Administration, CA. This proposal provoked extensive discussion about whether it constituted a capstone because of the inclusion of material and a textbook. Some thought that a capstone should be an independent research project by which the student demonstrates command of the material, the ability to write, speak, and think critically. Others thought that the course had sufficient coverage of research, writing, speaking and critical thinking, and argued that different majors, in particular those in a more applied discipline, should have leeway in how they constitute their capstone. Nancy Sweeney offered student teaching as an example. Paul Sracic thought it was a little light in the essential elements required by

general education. Mosca motions, Crist seconded, a motion to certify. The motion passed with one nay.

990469 – CRJUS 3735, Crime & Delinquency, OCI. Jenkins noted that Dan O’Neill had approved. Overall comments were positive. Gergits moved, White seconded, a motion to certify. Motion passed.

990470 – ENGL 4890, Senior Seminar, CA. The general reaction was enthusiastic about this proposal. Sweeney moved, Crist seconded, a motion to certify. Motion passed.

990472 – ENGL 3747, Poetry Writing Workshop, WI. The English Department was proposing this course for two intensives, writing and oral communication. It was decided to examine the writing intensive proposal first. Jay Gordon had approved the proposal with the stipulation that there be a listing of the grading criteria for poetry writing. Most of the debate centered on whether poetry was an appropriate type of writing. Some considered it rather specialized and somewhat different in criteria from essay or paper writing. Gergits argued that we had already approved other types of writing as satisfying the writing intensive requirement, such as the lab courses in science. Sweeney thought that discipline specific forms of writing were acceptable, but Sarro questioned whether poetry was a specialized form of writing that extended beyond writing for lab reports. Gergits also pointed out that there were criteria for grading listed in the syllabus. Sweeney moved, Crist seconded, a motion to certify. Motion passed with one nay.

990471 – ENGL 3747, Poetry Writing Workshop, OCI. Dan O’Neill approved of the proposal. A question arose as to whether poetry reading was broad enough to constitute speaking publicly. In particular, it was noted that the student could just read the poetry lines, whereas most OCI course had the student deliver a speech with notes only. Gergits argued that each student had to deliver the poem in an active manner – poets have to deliver the reading with verve and inflection when they read publicly. Sweeney noted that we had passed theater courses that featured acting as a form of public speaking. Crist moved, Sracic seconded, a motion to certify. Motion passed.

Jenkins indicated that he would be letting the committee know when the next meeting would occur. Presently, he had no more proposals to review.

## GENERAL EDUCATION COMMITTEE MEETING 11/20/03

**Absent:** Kasuganti, Lovelace-Cameron, Mosca

990473 – MUSIC 4802,4804,4806 -- Jenkins began the discussion by pointing out that there were no MUSIC designations in the Bulletin. Rather these courses were listed under individual instrument programs. Munro noted that there was no consistency in the presence of all three courses under each of the instrument programs. Jenkins then called Jayne Caputo to see if the courses were listed in the inventory; they were. It was decided that Michael Crist would resubmit the front sheet of the proposal with a change in the Semester Course Number section indicating where these capstones were to be found. It was also suggested that there be changes submitted so that the next Bulletin accurately reflected the correct placement of these courses. After several questions and a brief discussion indicating that the course proposal looked good, Sweeney moved and White seconded a motion to certify. Motion passed.

Howard Pullman's letter requesting permission for majors in Secondary Math Education to count their second capstone (either MATH 4896 or SEDUC 4842) as their oral communication intensive -- A question arose as to whether other education majors also had two capstones, and whether one of them counted toward oral communication intensive. Jenkins indicated it did not happen at present, but Patricia Sarro pointed out that passing approval for the Secondary Math Education majors would open the door to other requests, which could lead to accusations of favoritism. Jenkins offered to check with Howard Pullman regarding the status of other majors prior to any further discussion.

Learning outcomes – the committee had received a number of reports on learning outcomes for certain general education courses. Jenkins pointed out that several reports either did not have enough goals (2 in each domain, 1 for skills), or had listed the wrong goals. Obviously, he would check back with the submitters. He then opened a discussion about standards of judgment for the committee. The rubric that was available on the web site listed being student centered, satisfying either the first or second goal of the domain, ability to be measured, and having sufficient breadth as the main criteria. Jenkins also pointed out that judgment would have to be applied in each case, and that he was interested in examining the early submissions so that the committee could come to some conclusion about what was acceptable. It was important, Jenkins contended, that the committee come to a general agreement prior to sending back proposals for change. He did not want to come back multiple times; there would be enough crabbing about the process without forcing departments to undergo multiple submissions. The committee then discussed the number of learning outcomes, and decided that 3-5 should be the standard number submitted. It was also decided that departments should not use the word "appreciate" because it was so difficult to measure. These rules were not to be applied until after the first submission.

Next meeting – Thursday, December 4<sup>th</sup>, at 4 PM in the Provost Conference Room.

## **GENERAL EDUCATION COMMITTEE MINUTES 12-4-2003**

Absent: Awad, Crist, Hiznay, Kasuganti, Lovelace-Cameron, Sracic

The committee met for an hour to practice evaluating the learning outcomes submitted by various departments for their general education courses. Jenkins passed out copies of submissions sent to him by mail, and reminded members that the file he had sent by e-mail contained a full listing of all general education domain courses, their original goals as submitted, and an indication of whether learning outcomes had been submitted. He will forward copies of further submissions as they arrive. Committee members present agreed to meet on Thursday morning, January 8<sup>th</sup>, from 9 to noon, followed by a luncheon for all present. Details on the place of the meeting will be forthcoming.

The committee reviewed a number of courses in each domain. Jenkins urged members to consider this work as practice only, prior to formulating the final rules and comments to be sent back to departments. He asked members not to discuss with department members any of our previously established rules because we might change as we conduct further review. It would be best, Jenkins observed, if the committee sent comments to each department only once. The following comments reflect some of the concerns of the members present:

- 1) MATH 262312625 and COMM 1545 -- Jenkins pointed out that the Senate had passed criteria for each of these categories (mathematics and oral communication) that did not appear in the listed learning outcomes. Some members noted links between the criteria and the stated learning objectives. Jenkins was to inform the two departments of the existence of the criteria, and ask them to examine whether more information was needed.
- 2) A&S 2600 and BIOL 1505 – Jenkins explained that BIOL 2600 was a laboratory course that all non-science students had to take because the Academic Senate had required a lab course. BIOL 1505 did not have a lab component, and so could not satisfy goal 6. Mosca thought that LO3 in BIOL 1505 exposed the student to the scientific method. Jenkins responded that LO3 gave the student an understanding of material derived from scientific experimentation, but it was not teaching them the scientific method itself. Moreover, these students had to take 2600 anyway.
- 3) BIOL 1545 – Jenkins pointed out that the courses for science majors did have a laboratory component attached, and thereby satisfied the lab requirement. However, goal 7 called for relating scientific principles and practices to the society in general, and that none of the learning outcomes presented related to that goal. He noted that goal 7 was a problem for many of these courses.
- 4) AFRST 2600 – the course listed goals 10 and 12 as its goals, but originally had submitted goals 10, 11 and 12. Jenkins reminded members that each domain had at least one goal that had to be included; in the case of societies and institutions, that goal was number 11.



- 5) ANTHR 2602 – this course did not relate to the stated goals of the societies and institutions domain; rather, it listed goal 6 as central. Only LO3 seems to relate to the chosen domain.

Assignment – Jenkins asked committee members to download copies of the LO Rubric sheet from Strategic Planning section of the YSU website, and to submit their evaluations of each of the general education courses to him no later than January 5<sup>th</sup>. He intended to tally the results, and bring them to the January 8 meeting for discussion.