

GENERAL EDUCATION COMMITTEE

Monday, December 12, 2016

2:30-4:00, HUB 109

Approved Minutes

Present: Wendy Palmquist, Holly Oliver, Dean Gail Mears, Sandra McBournee, Mary Campbell (non-voting), Michael Davidson, & Annemarie Conlon (faculty observer).

Absent: Michelle Fistek, Clarissa Uttley (non-voting), Joey Rhino, & Corey Yelle (voting student representative).

- Approval of Minutes from November 28, 2016 meeting (*available on Moodle*)

- Update on Curriculum Committee actions affecting Gen Ed-will meet on Friday, Dec. 16th

- David Zehr, former Associate VP, Academic Affairs; discussion re: student requests for Gen Ed waivers
 - David reminded us that requests must be considered year round
 - Subcommittee will begin considerations Jan. 1, 2017, work throughout the spring semester, and make a plan for summer 2017
 - David's tips: Need to be as flexible as possible, while maintaining academic rigor; no delay of graduation or additional cost to the student
 - Subcommittee-Michael Davidson, Holly Oliver, & TBA
 - Student Request Form needs to be edited "Gen Ed Requests should go directly to the Registrar's Office"
 - Holly will consult with Stacey Curdie to determine process
 - David will always be available as a consultant

- Bylaws editing
 - Goal for overall changes is likely to go to the faculty in March
 - One recommendation: "**Chief Academic Office or Designee**" to substitute for *Associate Vice President for Academic Affairs*
 - Sandra McBournee suggested we may want to consider rewording our membership and voting designations to align with the Curriculum Committee; will consider at a future meeting

- Assessment
 - Gail-Interim report for NEASC needs an updated report responding to the lack of ongoing Gen Ed Assessment
 - Moving forward: we need to seriously prepare for NEASC
 - The Gen Ed Working Group (previously known as *Themed Gen Ed Working Group*) will focus on the following:
 - Phase One: work with what we currently have and make simple/non-philosophical changes to Directions Courses
 - Themes of Directions Courses and how they might align with Clusters
 - Credit allocation-stay @ 3 credits or move to 4 credits; if move to 4 credits, new requirements will need to be determined to keep Gen Ed total credits the same
 - Re-examination of learning outcomes for Directions Courses
 - Re-examination of 8 skills for Directions Courses
 - Embedding assessment as a proactive measure in all Directions courses
 - Organizing a session for the January Jamboree
 - *Portfolio/capstone course*
 - Present & Future Resources available for Gen Ed Working Group:
 - new full time *Director of Institutional Effectiveness, Assessment, & Accreditation* (probably be a doctoral level with faculty background and significant experience with assessment & accreditation);
 - external consultant/facilitator;
 - academic data management system
 - Is there possible compensation for this group?
 - Possible Retreat for full immersion
 - Current Members: Sandra, Michael, Joey, Annemarie, Michelle, Cathy, Elliot, Annette, & Nick
 - Reach out to faculty who are directly responsible for present Directions courses to join the committee
 - Gail will put out a Doodle poll so Gen Ed Working Group can meet in January prior to the January Jamboree

- FYS Working Group
 - Cathy will put out a Doodle poll so FYS Working Group can also meet in January prior to the January Jamboree
 - Current Members: Wendy, Holly, Ann (Library Representative), Cathy, Elliot, Annette, & Nick

- Summary of To-Do List:
 - Gail will look into retreat possibilities/logistics
 - Gail & company will re-launch search for a new *Director of Institutional Effectiveness, Assessment, & Accreditation*
 - Set a date for FYS working group meeting-Cathy will do a Doodle Poll
 - Set a date for Gen Ed working group meeting-Gail will do a Doodle Poll
 - January Jamboree 2 sessions: FYS and a Gen Ed
 - Wendy puts out a request for a 3rd person for Student Request subcommittee
 - Gen Ed Sub-Committee for Gen Ed Student Requests-Holly will work with Stacey
 - Fellows program proposal will be ready for January Jamboree (Gail will report back on this)

Next meeting: February 14, 2017!