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

• Bylaws editing
  o Goal for overall changes is likely to go to the faculty in March
  o One recommendation: “Chief Academic Office or Designee” to substitute for Associate Vice President for Academic Affairs
  o 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
  o Gail-Interim report for NEASC needs an updated report responding to the lack of ongoing Gen Ed Assessment
  o Moving forward: we need to seriously prepare for NEASC
  o 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*
  o 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
  o Cathy will put out a Doodle poll so FYS Working Group can also meet in January prior to the January Jamboree
  o Current Members: Wendy, Holly, Ann (Library Representative), Cathy, Elliot, Annette, & Nick
• Summary of To-Do List:
  o Gail will look into retreat possibilities/logistics
  o Gail & company will re-launch search for a new Director of Institutional Effectiveness, Assessment, & Accreditation
  o Set a date for FYS working group meeting-Cathy will do a Doodle Poll
  o Set a date for Gen Ed working group meeting-Gail will do a Doodle Poll
  o January Jamboree 2 sessions: FYS and a Gen Ed
  o Wendy puts out a request for a 3rd person for Student Request subcommittee
  o Gen Ed Sub-Committee for Gen Ed Student Requests-Holly will work with Stacey
  o Fellows program proposal will be ready for January Jamboree (Gail will report back on this)

Next meeting: February 14, 2017!