

## **General Education Committee**

### **Meeting Minutes**

**Date: 2/6/15**

**Start time: 2:00pm**

**End time: 3:45**

**Location: Walker Library Rm 475**

**In Attendance:** Chris Brewer, Nancy Caukin, Keying Ding, Aimee Holt, Yang Soo Kim, Ed Kimbrell, Kari Neely, Nancy McCormick, Sheila Otto, Karen Peterson (for Mark Byrnes), Georganne Ross, Greg Schmidt, Virginia Vesper, Rachel Wilson, John Zamora  
Guests: Dianna Rust

#### **1. Welcome and introductions**

- a. The meeting was called to order by Aimee Holt

#### **2. Approval of Minutes from October 17, 2014**

- a. The Minutes from the October 17, 2014 meeting were reviewed and unanimously approved

#### **3. Update QEP – Dianna Rust**

- a. QEP Research Subcommittee revised operational definitions for:
  - i. Academic engagement
  - ii. Integrative learning
  - iii. Critical reflection
- b. QEP Report of Subcommittee on Student Learning Outcomes and Assessment
  - i. Three student learning outcomes identified and defined:
    1. Outcome 1: Integrative/Reflective Thinking
    2. Outcome 2: Personal and Professional Development
    3. Outcome 3: Effective Communication
- c. Subcommittee will draft rubrics for these outcomes
  - i. Looking for testing of rubrics by gen ed classes
- d. QEP MT Engage Program Goals
  - i. Goal 1: Foster culture of engaged learning and integrative thinking
  - ii. Goal 2: Enhance student satisfaction with their learning, personal development, and professional development.
  - iii. Goal 3: Improve student retention, progression, graduation
  - iv. Faculty Development Committee
    1. QEP can put resources and support towards goals
- e. Resources group
  - i. Working towards a 5 year budget
  - ii. Two open forums – co sponsored by Faculty Senate
    1. March 24
    2. April 1
  - iii. Faculty survey forthcoming
- f. Timeline for SACS
  - i. Oct – pre-visit
  - ii. Dec – Review committee read
  - iii. SACS visit 2016
  - iv. Implementation Fall 2016

**4. Mission Statement of General Education Committee needs to be reviewed.**

- a. Kari Neely, Ed Kimbrell, Greg Nagel, Andrew Owusu, and Sheila Otto have volunteered to be on this subcommittee.
  - i. Subcommittee will meet 2:00 – 3:30, February 27 in Walker Library 475

**5. Upcoming meetings**

- a. Policies and Procedures subcommittee meeting: March 27, 1pm - 3pm, Walker Library 475
  - i. Packets sent by March 16
- b. Assessment subcommittee meeting: April 1, 10am - 12pm in Walker Library 475
  - i. Packets sent by March 23
- c. Full committee April 17, 12:30pm - 1:30pm in Walker Library 475

**6. General Education Subcommittees breakout**

- a. Policies and Procedures
  - i. Sheila Otto (in Andrew Owusu's absence) began our breakout session. We reviewed the procedures for selecting the Gen Ed Teacher of the Year Award
    - 1. Each member of the subcommittee will select the top three candidates.
      - a. Criteria have been given, however each member of the subcommittee will base their selections on the weight they give to each criterion.
      - b. A rubric will be provided for those who choose to use it.
      - c. Justification will be provided for choices
    - 2. The subcommittee will reconvene March 27, 1pm - 3pm, Walker Library 475, to decide on the recipient.
- b. Assessment subcommittee
  - i. The six components of a course assessment report were reviewed.
  - ii. Discussion regarding the sample report and subcommittee comments that had been sent out prior to the meeting occurred.
  - iii. The process for review was discussed:
    - 1. Members will receive the reports in late March
    - 2. Members should review all reports;
    - 3. Members will be asked to bring written feedback for specific reports to the subcommittee meeting;
    - 4. The subcommittee will meet on April 1 (Wed), from 10-12 to discuss the reports and draft the subcommittee report.