

Agenda for GEC Meeting – January 27, 2014:

✓1. Approval of Minutes

✓2. Civic Involvement Criteria

3. General Education Program Evaluation

4. Old/New Business

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Notes

Lined area for taking notes, consisting of 14 horizontal lines.

**The Minutes of
THE GENERAL EDUCATION COMMITTEE
OF
ARKANSAS TECH UNIVERSITY**

The General Education Committee met Monday, January 27th at 1:00 p.m. in Rothwell 208. The following were present:

Dr. Jackie Bowman	Dr. J.J. Mayo
Dr. Cheryl Chaney	Ms. Karen Riddell
Dr. Erin Clair	Dr. David Roach
Ms. Gwen Faulkenberry	Ms. Jennifer Saxton
Dr. Theresa Herrick	Dr. Joseph Swain

Absent: Mr. Zack Crossett and Dr. Justin Killingsworth
Guests: Dr. Monica Varner

Call to Order Dr. Swain called the meeting to order and asked for approval of the minutes from the November 19th meeting. Dr. Herrick made the motion to approve, Dr. Mayo seconded the motion. Motion approved.

Civic Involvement Dr. Swain distributed a copy of the Civic Involvement Student Learning Criteria that the sub-committee has been working on for the committee's review. The committee discussed the content of the form. Dr. Varner explained that the evidence for #4 and #5 criteria would come primarily from Student Services. She told the committee that Dr. Warnick and Dr. Varner have been working with Student Services on a project "Giving Back: Academic Service Learning" which occurs this spring semester. This is one example of something that can be used as evidence. Dr. Roach suggested that the committee could also work on identifying courses that would provide evidence of civic involvement and make those courses requirements. The committee agreed that this would be a good idea, but would require involvement from other departments such as the Registrar's Office.

Dr. Clair pointed out a couple of grammatical changes that needed to be made to the form. Dr. Roach made a motion to approve, after grammatical edits, forwarding the criteria to the Assessment Committee for their approval. Dr. Clair seconded the motion. Motion carried to send the Civic Involvement Student Learning Criteria to the Assessment Committee for their approval.

Gen Ed Evaluation The committee then discussed the General Education Program Evaluation form that Dr. Varner developed and provided to the committee. Dr. Varner informed the committee that she had looked at several examples while

developing this form and primarily used a composite of the Meacham and the Western Association of School and Colleges criteria to make it a fit for Arkansas Tech. Dr. Varner informed the committee that they would be looking at the courses as a group and not each individual course. She also reminded the committee that continuous improvement is part of HLC criteria, so this would be an ongoing process. This form is for General Education Committee, as well as academic departments and anyone that is involved in General Education.

The committee reviewed the different categories and discussed what to do if the evidence for each category was not available. Dr. Varner explained that if the evidence was not available, the committee would ask the appropriate unit to provide the evidence. She also asked the committee their feedback on any categories that needed added or deleted. The committee decided to delete #17, they didn't think it was measureable.

Since one of the categories on the evaluation form references all General Education course syllabi which should include General Education outcomes, Dr. Herrick inquired about the possibility of having the syllabi available online for verification. Dr. Varner agreed this was something that needed to happen in the future in order for the reviewer to obtain their evidence. The committee discussed the possibility of gathering the syllabi and then uploading them to an "I" drive. Karen agreed to look in to getting an "I" drive added for the committee. The committee also discussed whether faculty knew that the General Education outcomes were supposed to be on their syllabi. Dr. Varner told the committee that this was specified in the Faculty Handbook.

The committee discussed how to get started on gathering the information for the evaluation and determined that the committee should be the first reviewers to complete the form before taking it to the different departments. They believed that there would probably be a lot of ratings of "undetermined" right now. Dr. Varner shared that Institutional Research could help with information on who has provided general education CPGE assessment evidence.

Dr. Roach made a motion to adopt the General Education Program Evaluation form as a "living document" that the committee could amend as needed. Dr. Clair seconded the motion. Motion carried.

Adjournment

The meeting adjourned at 1:45 p.m.