

Approved  
11-29-16

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

The General Education Committee met Tuesday, October 18 at 1:00 p.m. in Brown 355. The following were present:

Dr. Christine Austin	Dr. Mohammed Ibrahim
Dr. Cheryl Chaney	Dr. Thomas Nupp
Nancy Cox	Karen Riddell
Gwen Faulkenberry	Dr. Jeremy Schwehm
Dr. Patrick Hagge	Matthew Smith
Dr. Theresa Herrick	Dr. David Ward

Absent: Dr. Pam Carr

Guests: Ms. Tammy Weaver

Approval of Minutes Dr. Schwehm called the meeting to order and asked for a motion to approve the minutes of the September meeting. Dr. Austin made a motion to approve. Dr. Herrick seconded the motion. Motion carried.

Passport Overview Dr. Schwehm spoke to the committee about the Passport worksheets he had sent out to them and that were also in the binders distributed before the meeting. He told the committee he had been researching what other universities had done and they had all developed a mechanism of some kind to determine if the courses within their general education met the Passport outcomes. He said the form was for the most part taken directly from Passport as a recommended form and that he had included all of our general education courses. On the form, a rating of 3 means that the criteria meet the Passport requirements; a rating of 2 means that an assessment can added to show that it meets the requirement; a rating of 1 means the course could be modified to meet the requirements with some additions; and a rating of 0 means it does not meet the requirements. Dr. Schwehm said he could take the forms, once they have been completed, and see how close we are to meeting the Passport learning outcomes. He then asked the committee for suggestions on how to collect the data. Dr. Ward suggested dividing up by college and then take to departments. Dr. Schwehm told the committee he could speak with their Deans before they started gathering the information if they wanted. Dr. Ibrahim wanted to know if the committee was on the same level of acceptance as other faculty since they had more information on the subject. He wanted to make sure other faculty see the value as much as the committee. The committee then discussed different ways to go about collecting the data; whether they needed to start with presenting everything to the faculty and

then start collecting the data or start collecting data, refine it, and then present to the faculty. Dr. Schwehm said there were positives and negatives to both ways, so they just needed to decide which way would work best. Dr. Hagge thought it would be good to talk about it at departmental meetings letting everyone know this was being discussed and was supported by the administration, but was open to changes. Ms. Faulkenberry thought it might be better coming from Department Heads first. Dr. Ward said the information on this has already been given to department heads at other meeting besides General Education, but the department heads did not want it all to be put on them. Dr. Schwehm said the Department Heads could help with identifying faculty that teach the general education courses for the committee member to speak with. Dr. Schwehm said at some point in the process, the information would be given to all faculty, but he didn't know if this needed to be at the beginning of the process. Dr. Nupp thought it was good to share with colleagues at the beginning as opposed to them being brought in after-the-fact. That would be more shared governance. Dr. Ward thought the committee might need to go to the Faculty Senate and speak to them about this. Dr. Schwehm said he is on Faculty Senate and could talk to Dr. Huss and see about getting on the next agenda, but we did not need to stop collecting data in the meantime though. We will need this data to be able to make an informed decision. Dr. Schwehm said each committee member could decide how best to proceed within their colleges as to informing everyone. Dr. Herrick suggested taking Tammy Weaver to the Faculty Senate meeting with him as she would have more in-depth information. Dr. Austin said she would be happy to help as well.

Dr. Ward asked about the form and if each course just needed a number filled in. Dr. Schwehm said under each Passport Learning Outcome, you have knowledge and skills areas and each of these would need a number based on the transfer level proficiencies that have an assessment process. Dr. Schwehm said he had gone to an advising software presentation where the software allowed you to pull grades from Blackboard and he had asked if that could be applied for use for assessment procedures. They said it could, so if we get this software and it works as proposed, we could use this. He thought this would be easier than TracDat. He has emailed Dr. Beth Giroir to ask about this.

Dr. Schwehm then went over the notebooks with the committee telling them the Passport information was in front of each worksheet. The transfer level proficiencies he has provided are just examples. Ms. Weaver said the examples were put together by faculty from five or six different universities and are innovative ideas that can be used. These do allow for academic freedom in changing them. The learning outcomes cannot be changed, but the criteria can. Dr. Schwehm asked Ms. Weaver her opinion on how best to get the word out. She thought every department could go

about this however they wanted, but the schools having the most success, started in the classroom. They started at the faculty level determining what the learning outcome was and whether they met it or not. These schools felt they needed the faculty buy-in to be successful. She felt the importance of Passport is so that we can prove that the student is learning. She thought to get everyone on board, it was best to start with the General Education Committee since they are general education courses.

Dr. Ward asked if there was going to be an assignment that every professor would have to put a grade for in Blackboard to assess each outcome. Dr. Schwehm said no, that would not be the case; pulling from Blackboard was just a potential way of getting the data. Dr. Ward then wanted to know exactly what the faculty would need to do. Dr. Austin said that as long as the test or assignment addresses the learning outcome and is assessed, then it will meet the requirements.

Dr. Ward wanted to know if the outcomes need to be put in the catalog. Ms. Weaver said they are in the catalog now, but are very abbreviated and we might need to have a complete list with all the outcomes for each course once we start this. Dr. Ward wanted to know if the outcomes would be in the course description. Ms. Weaver said they should be on the syllabi. Dr. Austin said you are required to put them on the syllabus, but they are sometimes called objectives or other things.

Ms. Weaver said the basics could be in several different assignments or sections of one class and she thought we probably are already aligning with most courses.

Dr. Schwehm wondered about the parts of our general education that do not fit in Passport. Dr. Austin said they would become assessment.

Ms. Weaver said she thought this process would help us see the holes in our general education and what needs added.

Dr. Schwehm asked at what point we need to incorporate others in to the process? He created a survey on QuestionPro that he can send out to the committee that is basically all the information. It is cumbersome, so it will need some refinement. Dr. Herrick thought this would get more people on board. It would be a way to get the word out. Dr. Schwehm asked the committee if they felt okay going out and talking with the other faculty now and they were okay with that.

Gen Ed Application Dr. Schwehm passed out a sample of a General Education Course Proposal form he had been working on that could be used until we started Passport. He had a few faculty ask about what to use to propose a course for general education. Dr. Austin said all of their forms were being put in

to web format and this could also be put in that format. Ms. Weaver asked if this was for an existing course or a new course. She said she had a course addition form on her website that they have to have for new courses with all the ADHE information. Sometime this summer, they are going to add whether it will be a general education course on to that form, so we will not really need this new form. If it is an existing course, that will have to go through her office and she would bring it to the General Education Committee.

Dr. Schwehm asked for a motion to continue collecting data for Passport. Dr. Herrick made the motion to continue collecting data on specific general education courses. Dr. Ward seconded the motion. Motion carried. Dr. Schwehm said he would email the committee a general timeline but he would like to have the data collected and forms completed by mid-November. Dr. Schwehm told the committee they could do this either by hardcopy or electronically.

Ms. Cox made a motion to adjourn. Dr. Hagge seconded. Meeting adjourned at 2:00 p.m.