

**General Education Council Meeting Minutes**  
**Weds., Nov. 14, 2012**  
**3:30 – 5:00 pm, University College, Room 202**

**Attendees**

Voting Members: Margaret Baldwin (COTA; TPS); Jesse Benjamin (HSS; Interdisciplinary Studies); Beth Daniell (HSS; English); Tom Doleys (HSS; Political Science); Debbie Geist (UC; FYP); Amy Howton (HHS; HPS); Matt Laposata (CSM; Biology); Noah McLaughlin (HSS; Foreign Languages); Huggins Msimanga (CSM); Sandra Parks (COTA; Dance); Nancy Pullen (HSS; Geography); Tom Pynn (HSS; Philosophy); Teresa Raczek (HSS; Anthropology); Gail Scott (HSS; Psychology); Kristen Seaman (COTA; Visual Arts); Cristina Stephens (HSS; Sociology) Bruce Thomas (CSM; Mathematics/Statistics); Guichun Zong (EDUC; Secondary Ed. and Middle Grades).

Nonvoting Members: Valerie Whittlesey (Academic Affairs)

I. Review/Approval Oct. 17 GEC Meeting Minutes

The Oct. 17 meeting minutes were approved with the one edit: change SCM to CSM. The GEC voted unanimously (voice vote) to approve the minutes with the edits noted.

II. General Education Assessment Update

Tom has met with the area B and C DACs to prepare for their pilot assessments. Tom has also met with the area A1 and E DACs to prepare for their actual assessments during spring. The GEC unanimously acknowledged Tom for the great job he is doing.

Huggins asked what assessment methods have been selected so far to assess the GE learning outcomes. Tom indicated that some have decided on a single instrument, while others have decided on instruments that are unique to their course/discipline. For example Political Science has developed a combination of common multiple choice and open ended essay exam questions. English, on the other hand, has decided on a writing assignment to assess one of their learning outcomes, and they are still deciding on a method for the second learning outcome. Tom also gave a quick review of the obstacles so far. Tom indicated that in one department, DACs were placing undue burden on themselves. He reinforced that we should make sure the process is manageable.

Beth indicated how important and useful the pilot year is for working out bugs.

III. General Education Course Syllabus Common Language

Sandra and Val indicated the Faculty Senate approved the common language about the general education program for general education course syllabi. There are two links: one link is for course syllabi for GE courses involved in general education assessment and the other link is for course syllabi for GE courses not involved in general education assessment. The common language will also appear in the workload and institutional expectations section of the KSU faculty handbook. Val asked GEC members to ask all faculty in their disciplines to use the common language in their course syllabi starting spring, 2013.

IV. General Education Assessment Description and Opt Out Form

Val demonstrated the test site for the general education assessment description/letter and electronic opt out form. When students complete the form, the information will export into an excel spreadsheet. The following suggestions were proposed for the form: 1) have separate boxes for the course prefix, course number, and CRN, and 2) make all boxes required. An edit to the description/letter is to indicate students will need their course prefix, course number, and CRN when completing the opt out form.

Only English and Political Science faculty will need to place the link to the general education assessment description and opt out form in their course syllabi for spring, since they are the only disciplines collecting actual general education assessment data. Val will email Tom, Jeff, and Beth when the link is available and ask them to send the link to their faculty for their syllabi.

V. New Course Proposal- MATH 2202

Bruce indicated that MATH 2202 (Calculus II) is proposed for core area D. The reason is more of KSU's students come to us with strong mathematical skills than in the past, and most other USG institutions have the course as an option in area D. There was a motion and second to approve the addition of MATH 2202 in core area D, and there was a unanimous yes voice vote. There was a motion and second to approve the second reading of the course proposal, and there was a unanimous yes voice vote.

Meeting Adjourned.