

General Education Committee Minutes

Tuesday, February 16, 2022

11:00 a.m. – 11:53 a.m.

Zoom

Present

Ko-Hsin Hsu, Matthew Junker, Erin Kraal, Khori Newlander, Megan O’Byrne, Krista Prock, Karen Rauch, George Rogol for Qin Geng, and Kathy Stanfa

Absent

Also Present

Marlene Fares, Bethany French, Amy Lynch-Binieck, Mahfuzul Khondaker

Call to order

M. O’Byrne called the meeting to order at 11:00 am

I. Approval of Minutes

a. Minutes from January 24, 2023

- i. No edits
- ii. It was moved by K. Newlander, and seconded by M. Junker, to approve the Minutes.
MOTION PASSED.

II. Proposals

a. GEC 2303 – Removal of competency designations on course numbers

- i. This proposal is to remove the designations from the former General Education program from course numbers. This system is no longer used or needed.
- ii. It was moved by E. Kraal, and seconded by K. Newlander, to approve this proposal.
MOTION PASSED.

b. DNC 2301 – FYS 100

- i. M. Khondaker and M. Fares were present to speak to this proposal.
- ii. E. Kraal asked a process question about the master syllabus for shared courses, such as FYS and CMP. Discussion on process ensued. K. Newlander noted that there is confusion between who the coordinator positions are empowered by, is it GEC or the Administration. E. Kraal stated that even without the position of FYS or CMP coordinator, the issue of a “different path” for courses like CMP 100, CMP 200, and FYS 100 would still need to occur, since these courses are not moving through departmental designations. A. Lynch-Binieck shared that in her proposal for a new Composition Coordinator position, she suggested defining that positions relationship to GEC, and had received a suggestion from GEC when J. Stanley was chair that the Composition Coordinator be a non-voting member of GEC. K. Rauch believes that there are issues to work out on the process, and it’s one of several structural issues that need to be worked out; she also suggested inviting the Provost to attend a GEC meeting.
 1. M. O’Byrne suggested tabling this proposal due to the discussion and decisions needed about the approval process for such courses. M. Khondaker noted that he has been bringing this proposal up for about a year, and that this proposal needs to be passed today to meet deadlines for implementation for Fall 2023. He shared that he took this proposal to the administration for their approval, and that the FYE

- advisory board have approved this as well. He added that this issue was not something that was brought up before, and is concerned that GEC is holding up this proposal unnecessarily.
2. K. Rauch added that after the last GEC meeting when this was discussed, she had a meeting in January with M. Khondaker, A. Kirshman and Provost. The Provost supports inclusion of the student support services in the FYS courses, and discussed augmenting supports for student success.
 3. K. Newlander hears the concerns, but believes this speaks to process again. GEC had established a list of what it wanted to have FYS do, developed in consultation with faculty. If the faculty members teaching FYS are not doing this, then GEC needs to be able to do something about that. Supports suggestion of consistency and inclusion of support services. We still come back to issues of process, and what are we empowered to do to shape the GE program. Feels a lack of articulation in how everything fits together is contributing to the issues we keep seeing.
- iii. Review of the proposal of the FYS Master Syllabus
1. K. Newlander noted he was concerned before about the balance between focusing on services and introducing students to a subject. Believes this version is striking a good balance of these.
 2. K. Rauch brought up a possible typo in the description. M. Khondaker noted that the prerequisite is there so that students with more than 30 credits are not able to enroll in FYS courses. Students with fewer than 15 credits are REQUIRED to take FYS, students with 15-29 credits have the option to take FYS, and students with 30+ credits cannot enroll in this course.
 3. E. Kraal had a question about the sample assignments; she asked if these are appropriate to be attached to the master syllabus. MKhondaker reviewed why he added them, but is open to whatever GEC decides to do. Discussion ensued. M. O'Byrne suggested making the Sample Assignment section "Appendix A" and move Appendix A to Appendix B. M. Khondaker agreed to this amendment.
 4. M. O'Byrne had a question about objectives and assessments; looks like DEI was removed from "Objectives" and moved to "Assessment" only. Which do we want it to be in? M. Khondaker wants to keep it in Assessment since there may not be room in Objectives for it, but wants to keep diversity in somewhere. K. Rauch is in favor of putting it back into the Objectives, since GEC had voted previously to have it included in FYS course objectives. M. O'Byrne agreed it should be put back in Objectives.
 5. M. O'Byrne asked if attendance can be included in assessments per the CBA. M. Khondaker noted that if it was just attendance, no, but if it is attendance and participation it's permissible.
 6. K. Prock had a question about the Diversity Outcome. Believes the course has too many Course Objectives. K. Newlander asked if that's ok for this course, since it is designed to do a little bit of everything.
- iv. It was moved by K. Newlander, and seconded by E. Kraal, to approve this proposal. It was moved by K. Newlander, and seconded by M. Junker, to approve this proposal as amended. MOTION PASSED.

III. Adjourned

- a. Meeting adjourned at 11:58am, Continuation meeting will be held on Feb. 28, 2023.

General Education Committee Minutes

Tuesday, February 16, 2022

11:00 a.m. – 11:53 a.m.

Zoom

Present

Matthew Junker, Erin Kraal, Khori Newlander, Megan O’Byrne, Krista Prock, Karen Rauch,

Absent

Ko-Hsin Hsu, Qin Geng, and Kathy Stanfa

Also Present

Bethany French

Call to order

M. O’Byrne called the meeting to order at 11:00 am

IV. New Business

- a. Reminder: next month a chair election will be held, and members were asked to consider nominations.
- b. Provost Meeting on 3/1/23
 - i. M. O’Byrne announced that there will be a meeting with the Provost on General Education at 10:30am on 3/1/23 in the Provost’s Office. All members are invited to attend if they are able.
 - ii. M. O’Byrne asked for topics the committee wants to make sure are discussed at the meeting with the Provost.
 - a. E. Kraal stated that understanding accountability is key. What power does GEC have as an authority of General Education? How can GEC hold FYS and GE courses accountable who are not meeting objectives?
 - b. The following items were added to the list: collection of assessment data and rate of submissions; the structural relationship between GEC and the coordinators (FYS, composition, etc), how they fit together and who has responsibility over items; leadership of GEAC; summarize a workflow of responsibility with accountability; possibility of merging GEC and GEAC into one committee and restructuring leadership; review and revision of bylaws for both GEC and GEAC
 - c. K. Rauch noted that many of these items are also part of the 5-year review process, and feels that the Provost has been more aware of the importance of General Education.
 - d. Discussion continued.
- c. Program Review
 - i. Assessment Subcommittee
 1. K. Rauch provided an overview, sharing that a first draft has been created and will be ready to review and edit. All the prompts have been answered, but needs polishing.
 - ii. Big Picture Subcommittee
 1. M. O’Byrne shared that this subcommittee will have drafted responses to all prompts by the end of the week, and will then need editing and reviews. She plans to email the committee after Spring Break for volunteers to work on combining the sections into a draft report.
- d. Feedback on Category C Rating Party Schedule

- i. Members have been hearing from faculty that there is pushback about the date of the event (May 23) being when they are not on contract, and there was concern about having faculty “self-rate” their own courses and be expected to attend. Discussion ensued. The committee decided to return to using only volunteer raters, and will be reaching out to those who teach in Category C in particular to invite them to attend the event. Several committee members noted they will speak to faculty in their departments and encourage attendance. It was noted that this even is seen as an opportunity to share data with faculty who teach in General Education in a clear way, and help foster interaction and a sense of community.
- e. Composition Coordinator – Amy Lynch-Binieck – she was unable to attend today and will be back for the March GEC meeting. She plans to have a draft proposal to review with GEC at that time.

V. Move to adjourn by K. Newlander, seconded by K. Stanfa. Meeting ended at 11:53am.