

# General Education Program & Assessment Committee Meeting Minutes

Thursday, March 21, 2024

11:00 a.m.

Zoom

## Present

Megan O’Byrne, Michele Baranczyk, Tony Bleach, Diana Ebersole, George Hale, Alex Hernandez, Erin Kraal, Amy Lynch-Binieck, Dannell MacIlwraith, Meg Norris, Krista Prock, Karen Rauch, and John Stanley

## Guest

Bethany French, Brandon Krieg

## Call to order

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

## I. Announcements

- May Rating Day will be held on May 21, 2024, and rooms have been reserved in the McFarland Student Union. Please start informing your departments and colleagues to save the date and sign up to volunteer.

## II. Proposals

- Category A4 – LAS 24078: ENG 123, American Writers and the Environment, Spring 2025
  - i. B. Krieg was present to speak to this proposal.
  - ii. J. Stanley had a procedure question about this course since it had previously been listed as Category B, and asked if it is still on the Registrar’s List for that category for the two years it was Cat. B; M. O’Byrne plans to check with the Registrar’s Office about this.
  - iii. A. Hernandez asked if the new rubric was checked while developing the course proposal. M. O’Byrne clarified that B. Krief started developing the proposal before the rubric was approved and sent out. Discussion ensued.
  - iv. It was moved by J. Stanley, and seconded by L. Levine, to approve the proposal. MOTION PASSED.

## III. New Business

- General Education Program – External Review: Mon., Apr. 22
  - i. The Committee needs to come up with a schedule for the day. The reviewers are scheduled to meet with the Provost or her designee from 3-4pm.
  - ii. The reviewers need to meet with GEPAC leadership, the full committee, the CMP Coordinator, the FYS faculty fellow, the Assessment Office, the Academic Deans, and have time with students and faculty.
  - iii. Planning subcommittee will meet to develop the schedule; the following volunteered for the subcommittee: M. O’Byrne, M. Norris, E. Kraal, K. Rauch and B. French
- Update on CMP discussions across campus

- i. These discussions were held by GEPAC leadership with different departments, and plan to meet tomorrow to debrief and collate all the information gathered.
  - ii. Next steps include meeting with the CMP Coordinator, the English Department, Karen Rauch, the CLAS Dean, and others.
  - iii. Leadership plans to update the committee with more information at the next meeting.
- Course Recertification Update
  - i. M. Norris provided an update and shared that she looked into processes at other universities, and will contact those who volunteered for this working group to schedule a meeting ASAP.
  - ii. K. Rauch noted that she is interested in any recommendations on this from the external reviewers next month.
  - iii. K. Rauch also shared that she has had discussions with the academic deans about a recertification process, and brought up having 300-level courses in the GE Program. She added that Tammy Wert conducted an audit on 300-level courses currently in the GE Program, including their prerequisites, offerings over the last three years, etc., and shared that currently it is seven courses. M. O'Byrne asked J. Stanley about historical info on that issue, and J. Stanley noted that it was done on an exceptions basis due to department/program numbering systems, and that for the most part 300-level courses were not admitted to GE when it was first developed in 2018-2019. K. Rauch noted that one of the 300-level courses submitted items for assessment in Category C last year but all items from that class were unrateable.
- Fall 2023 Submissions
  - i. M. O'Byrne spoke to this, and plans to work on increasing the compliance numbers. L. Levine asked about the current compliance rate, and M. Baranczyk noted that it is currently about 50%.

#### IV. Old Business

- GEPAC Bylaws
  - i. The bylaws have been submitted to all parties (UCC, Rep. Council, KU Senate, and the Provost), but has not yet been considered by the parties.
- SLO 6 Instructor Emails -
  - i. A. Hernandez provided an update on this, and shared that department chairs have requested receiving information about which courses have received requests for submissions. He also suggested creating and documenting the process for this so that it is more consistent each time.
  - ii. A. Hernandez plans to send a friendly reminder in about two weeks, noting that there are still seven weeks left in the semester.
- GEC Final Five-Year Program Assessment Report
  - i. The final draft has been submitted to UCC, Rep. Council, KU Senate, and the Provost.

#### V. Subcommittee Business

- Establishing Priorities
  - i. M. O'Byrne reviewed the task list with the committee.

- ii. J. Stanley shared that he met with E. Kraal and T. Bleach and are getting feedback from a subgroup of the FYS Faculty on the SLO 7 rubric revision.
- A. Hernandez recommended working on advertising for Rating Day, and M. O'Byrne recommended putting a notice in the Daily Brief. A. Hernandez also asked for volunteers to work on a task force to determine how best to assess videos for oral communication, and the following volunteered: A. Hernandez, D. MacIlwraith, M. Norris, M. O'Byrne, and F. Murshed.

VI. As May Arise

- L. McMillan shared that she is working with her college to have General Education in mind when making changes and developing courses. S

VII. Adjournment

- It was moved by E. Kraal, and seconded by J. Stanley, to adjourn the meeting.  
MOTION PASSED.