<table>
<thead>
<tr>
<th><strong>Attendance:</strong></th>
<th><strong>Agenda Items:</strong></th>
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<tbody>
<tr>
<td>Kazim Akyuzlu</td>
<td>1. Welcome new committee members</td>
</tr>
<tr>
<td>Allison Arnold</td>
<td>2. Committee charge (new)</td>
</tr>
<tr>
<td>Paul Bole</td>
<td>3. Goals/student learning outcomes in WEAVE</td>
</tr>
<tr>
<td>Jane Cromartie</td>
<td>4. Curriculum mapping results</td>
</tr>
<tr>
<td>Leslie Culver</td>
<td>5. Course count</td>
</tr>
<tr>
<td>Kevin Graves</td>
<td>6. Degree requirements (with explicit general education section) in Catalog/website for each academic program</td>
</tr>
<tr>
<td>Jeanne Pavy</td>
<td>7. ETS PP Pilot results, current implementation, proctored vs. unproctored options</td>
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<tr>
<td>Bill Sharpton</td>
<td>8. Collaboration/info literacy rubric implementation</td>
</tr>
<tr>
<td>Toni Spahn</td>
<td>9. NSSE topical modules</td>
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<tr>
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<td>10. General education webpage</td>
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<thead>
<tr>
<th><strong>Decisions Made:</strong></th>
<th><strong>Ideas/Next Steps:</strong></th>
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<tbody>
<tr>
<td>Consider setting targets for student learning outcomes based on spring pilot data</td>
<td>Finalize committee charge</td>
</tr>
<tr>
<td>Consider using unproctored test option for those students requesting exemptions, compare results with proctored participants, will need online option for distance education students</td>
<td>Notify advisors of ETS PP implementation</td>
</tr>
<tr>
<td>Information Literacy module is better match with student learning outcomes than Learning with Technology module</td>
<td>Confirm NSSE topical modules with IRDM</td>
</tr>
<tr>
<td>Review enrollment in 1000 and 2000 level general education courses</td>
<td>Contact Jennifer Jackson (Library) regarding information literacy assessment</td>
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<tr>
<td></td>
<td>Create general education webpage underneath AA umbrella, include matrix table</td>
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**Materials/Attachments:**
- Committee charge
- Assessment matrix
- Curriculum mapping results
- Course count

**ETS PP Spring Pilot:**
- Summary of Proficiency Classifications
- Summary of Scaled Scores
- National Comparative Scores
- Additional questions and report
**General Education Committee**  
**Minutes**  
**Meeting Date: October 28, 2013**

<table>
<thead>
<tr>
<th>Attendance:</th>
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<tbody>
<tr>
<td>Jane Cromartie</td>
<td>1. Approval of minutes from last meeting</td>
</tr>
<tr>
<td>Leslie Culver</td>
<td>2. Committee charge – no feedback</td>
</tr>
<tr>
<td>Kevin Graves</td>
<td>3. Website – content and implementation timeline</td>
</tr>
<tr>
<td>Jeanne Pavy</td>
<td>4. ETS PP update</td>
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<tr>
<td>Bill Sharpton</td>
<td>5. NSSE topical modules</td>
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<tr>
<td>Toni Spahn</td>
<td>6. Information literacy</td>
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<tr>
<td>Website – push implementation timeline up as soon as possible (ideally by end of semester)</td>
<td>Set targets for each measure – aligned with assessment method and based on available data</td>
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</tbody>
</table>
| ETS PP – add more test sessions, offer non-proctored version as alternative to all students, enlist college help (counselors, advisors, faculty in classes) to remind students, send another email blast | Homework  
Leslie – NSSE  
Kevin – Freshman English assessment  
Jeanne – Information literacy rubric  
Bill – Collaboration rubric  
Toni – Freshman Math assessment  
Committee – ETS PP |
| Consider having faculty identify those courses with research/writing components in the gen ed/major sections of the new degree requirements template and in curriculum mapping (spring semester) for the purpose of expanding information literacy program | Committee will discuss and enter in WEAVE at next meeting |

| Materials/Attachments: | |
|------------------------| |
| Website copy           | |


**Attendance:**
Allison Arnold  
Paul Bole  
Leslie Culver  
Kevin Graves  
Jeanne Pavy  
Gilda Reed  
Janet Smith  
Toni Spahn

**Agenda Items:**
1. Approval of minutes from last meeting  
2. Website implementation  
3. ETS Proficiency Profile update  
4. WEAVE – set targets for each measure  
5. Miscellaneous

**Decisions Made:**
ETS PP: Enlist Advisors Council help recruiting, post flyers, Driftwood article/ad, SGA outreach  
Consider utility of this instrument after 2013-14 academic year  
WEAVE: Set targets for measures

**Ideas/Next Steps:**
Freshman English and Math assessment targets needed  
Review enrollment in 1000/2000 level gen ed courses  
Allow colleges to review list of inactive courses (5 years)  
Generate list of online gen ed courses

**Materials/Attachments:**

### General Education Committee

**Minutes**  
**Meeting Date: January 14, 2014**

<table>
<thead>
<tr>
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<tr>
<td>Jane Cromartie</td>
<td>1. Approval of minutes from last meeting</td>
</tr>
<tr>
<td>Leslie Culver</td>
<td>2. Website live</td>
</tr>
<tr>
<td>Kevin Graves</td>
<td>3. ETS PP update</td>
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<tr>
<td>Jeanne Pavy</td>
<td>4. Course enrollment</td>
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<tr>
<td>Jim Payne</td>
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<td>Bill Sharpton</td>
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<td>Janet Smith</td>
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<tr>
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<tbody>
<tr>
<td>Discussed general education program in terms of curriculum, funding and assessment</td>
<td>Review 1000 and 2000 level course enrollment data</td>
</tr>
<tr>
<td>Discussed problems related to large general education menu (too broad, diverse, expensive to offer and support; difficulty conducting assessment; etc.)</td>
<td>Complete proposed general education course menu</td>
</tr>
<tr>
<td>Discussed need to trim general education without compromising upper level courses</td>
<td>Review Fall 2013 results:</td>
</tr>
<tr>
<td>Discussed composition of undergraduate degree (general education, other requirements, major)</td>
<td>Collaboration Rubric (UNIV)</td>
</tr>
<tr>
<td>Discussed mapping general education student learning outcomes to selected courses</td>
<td>Information Literacy Rubric (ENGL)</td>
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<td>Freshman English and Math assessments</td>
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<tr>
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<tbody>
<tr>
<td>Meeting agenda</td>
</tr>
<tr>
<td>Proposed general education course menu</td>
</tr>
</tbody>
</table>
## General Education Committee Minutes
**Meeting Date:** January 21, 2014

### Attendance:
- Allison Arnold
- Jane Cromartie
- Leslie Culver
- Kevin Graves
- Jeanne Pavy
- Jim Payne
- Gilda Reed
- Bill Sharpton
- Janet Smith
- Toni Spahn

### Agenda Items:
1. Approval of minutes from last meeting
2. Website live
3. ETS PP update
4. Proposed course menu

### Decisions Made:
- Discussed general education program in terms of curriculum, degree requirements, funding and assessment
- Discussed problems related to large general education menu (too broad, diverse, expensive to offer and support; difficulty conducting assessment; etc.)
- Discussed need to trim general education without compromising upper level courses
- Discussed composition of undergraduate degree (general education, other requirements, major)
- Discussed mapping general education student learning outcomes to selected courses

### Ideas/Next Steps:
- Solicit college/department input regarding proposed general education course menu
- Review peer institutions
- Develop two year plan for implementation of assessment package tied to new menu of courses
- Review Fall 2013 results:
  - Collaboration Rubric (UNIV)
  - Information Literacy Rubric (ENGL)
  - Freshman English and Math assessments

### Materials/Attachments:
- Proposed general education course menu (draft 4)
- Memo distributed to Deans/Chairs
### Attendance:
- Allison Arnold
- Paul Bole
- Leslie Culver
- Kevin Graves
- Jeanne Pavy
- Jim Payne
- Bill Sharpton
- Janet Smith
- Toni Spahn

### Agenda Items:
1. Approval of minutes from last meeting
2. ETS PP update
3. Proposed course menu

### Decisions Made:
- Discussed department feedback
- Additional remarks on proposed menu were submitted from ENGL and PHIL via committee members
- Discussed peer institutions (ULL, LA Tech)
- Discussed need for continuous communication/clarification with faculty regarding process
- Discussed concern about assessments: a) quality, b) logistics, and c) educating faculty
- Discussed concern about language of gen ed goals and SLO’s
- Discussed QEP

### Ideas/Next Steps:
1. Review degree requirements for last two colleges (COLA, COS) to determine what courses are included for gen ed, but not yet on menu; committee would like to include the four courses already identified from other three colleges
2. Compose bulleted list to update faculty regarding gen ed menu and process
3. Develop criteria for inclusion in general education course menu
4. Develop process for departments to submit courses for inclusion in general education menu (forms, committee review, timeline, etc.)
5. Publish process (email blast, website)
6. Update website to include general education course menu
7. Add generic statement to end of all course descriptions in catalog (e.g., “meets general education requirement for humanities…”)
8. Check to see if all courses included on menu are available online
9. Obtain list of literature courses that may be used to fulfill literature requirement (other than English), determine if enrollment numbers warrant inclusion
<p>| | |</p>
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<tbody>
<tr>
<td>10.</td>
<td>Curriculum map courses included on menu to general education student learning outcomes</td>
</tr>
<tr>
<td>11.</td>
<td>Identify and/or develop assessments for each course</td>
</tr>
<tr>
<td>12.</td>
<td>Develop two year plan for implementation of course assessments</td>
</tr>
<tr>
<td>13.</td>
<td>Run demand analysis for scheduling purposes (deans meeting, working with chairs)</td>
</tr>
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</table>
| 14. | Review Fall 2013 results:  
ETS PP  
Collaboration Rubric (UNIV)  
Information Literacy Rubric (ENGL)  
Freshman English and Math assessments |

**Materials/Attachments:**

Proposed general education course menu
# General Education Committee Minutes

**Meeting Date:** February 24, 2014

## Attendance:
- Paul Bole
- Leslie Culver
- Kevin Graves
- Jeanne Pavy
- Peter Schock (Allison Arnold)
- Bill Sharpton
- Janet Smith

## Agenda Items:
1. Approval of minutes from last meeting
2. ETS PP update
3. Proposed course menu

## Decisions Made:
- Run analysis on ETS PP Fall 2013 data
- Request direction from President’s office regarding outstanding registration holds tied to ETS PP
- Recommendation will be put forth to the President’s office regarding how to proceed with proposed course menu:
  1. All 1000 and 2000 level courses in designated areas will satisfy general education requirements
  2. Assessments will be built into the courses listed on the proposed menu
  3. Committee will review data and courses annually
- Once 2014-15 assessment results have been collected, tally number of students included, calculate whether this is representative, adjust accordingly

## Ideas/Next Steps:
- Curriculum mapping (general education student learning outcomes to courses in proposed menu)
- Assessment measures will be developed/selected for those courses
- An electronic system to collect data in a uniform way will be developed (scantron, qualtrics)
- Faculty training materials will be developed (website, powerpoint, workshops, etc.)
- Give committee members access to general education in WEAVE
- Review Fall 2013 results:
  - ETS PP
  - Collaboration Rubric (UNIV)
  - Information Literacy Rubric (ENGL)
  - Freshman English and Math assessments

## Materials/Attachments:
- Proposal to be submitted to the President’s office
- Proposed general education course menu
### Attendance:

Kazim Akyuzlu  
Allison Arnold  
Leslie Culver  
Kevin Graves  
Jeanne Pavy  
Gilda Reed  
Bill Sharpton  
Janet Smith

### Agenda Items:

1. Approval of minutes from last meeting  
2. Curriculum change proposal  
3. ETS PP update  
4. 14-15 catalog  
5. BOR labels  
6. Collaboration rubric results  
7. Information literacy rubric results  
8. ETS PP results

### Decisions Made:

Remaining registration holds on ETS PP fall cohort students to be released prior to registration (March 31)

Update catalog and website to reflect BOR discipline labels; add statement regarding which courses satisfy general education requirements

Add closing the loop action plans in WEAVE for findings related to collaboration and information literacy rubrics, as well as ETS PP

### Ideas/Next Steps:

Curriculum change proposal to be reviewed by Interim VPAA with input from Deans and President

Review Freshman English and Math assessment results (Fall 2013)

Schedule curriculum mapping with faculty representing courses included on proposed menu

Identify and/or develop assessments for each course

Develop data collection system and method to give feedback to faculty/programs (e.g., semesterly report)

Train faculty using assessment methods (e.g., instructions for scoring)

### Materials/Attachments:

- Collaboration rubric results
- Information literacy rubric results
- ETS PP results:  
  - summary of scales scores, means table, summary of classifications, national comparative data report
### Attendance:
- Allison Arnold
- Paul Bole
- Jane Cromartie
- Leslie Culver
- Kevin Graves
- Richard Hansen
- Jeanne Pavy
- Gilda Reed
- Bill Sharpton
- Toni Spahn

### Agenda Items:
1. Approval of minutes from last meeting
2. Course menu decision and related questions
3. ETS PP update
4. Catalog revisions
5. Curriculum mapping
6. Assessment update
7. Freshman English Assessment – survey results

### Decisions Made:
- Add general education piece to transfer coursework evaluation process
- If a student changes programs, new program general education requirements are enforced
- Substitutions and waivers are allowed in general education requirements, within university policy limits (5 total)
- Impact of menu on course enrollment and major recruitment will be analyzed as data becomes available
- Catalog revisions approved, website will be updated accordingly

### Ideas/Next Steps:
- Spring testing student schedules should be pulled, analyzed for compliance with new general education menu
- English bypass credit proposal to be reviewed by Dr. Hansen; Math bypass credit proposal needed
- Review Math assessment results (Fall 2013)
- Schedule curriculum mapping with faculty representing courses included on proposed menu
- Identify and/or develop assessments for each course
- Develop data collection system and method to give feedback to faculty/programs (e.g., semestery report)
- Train faculty using assessment methods (e.g., instructions for scoring)

### Materials/Attachments:
- Freshman English Assessment – faculty survey results
### General Education Committee Minutes  
Meeting Date: April 29, 2014

#### Attendance:
- Leslie Culver
- Kevin Graves
- Jeanne Pavy
- Gilda Reed
- Bill Sharpton
- Toni Spahn

#### Agenda Items:
1. Approval of minutes from last meeting
2. ETS PP update
3. Catalog and website revisions
4. Course menu – outstanding issues
5. Spring testing
6. Curriculum mapping
7. Freshman Math Assessment
8. Assessments needed – rubric review

#### Decisions Made:
Inquire about how other institutions implement required assessments (e.g., mandatory on site testing session for ETS PP?)

Table of how gen ed requirements are satisfied in various student scenarios (e.g., native student, transfer with/without associate degree, etc.) approved; will be included in catalog and website; degree audit implications should be considered; communication with Admissions and advisors is critical

During curriculum mapping sessions, explain why we are mapping, how courses will be added to the matrix and published, how assessments will be handled in those courses, build in feedback mechanism for rubric users

#### Ideas/Next Steps:
Communication, Contextual Analysis, Critical Thinking, and Quantitative Reasoning rubric drafts should be reviewed and revised

Spring testing student schedules will be analyzed (hopefully with help from FYA) for compliance with new general education menu, each course should be cross checked with gen ed menu and major requirements

Schedule curriculum mapping with faculty representing courses included on proposed menu

Identify and/or develop assessments for each course

Develop data collection system and method to give feedback to faculty/programs (e.g., semesterly report)

Train faculty using assessment methods (e.g., instructions for scoring)

Implement general education piece in transfer evaluation process

#### Materials/Attachments:
Communication, Contextual Analysis, Critical Thinking, Quantitative Reasoning rubric drafts  
Satisfaction of General Education Degree Requirements table