

## MEMORANDUM

**TO:** Felix Ngassa, Chair of the Executive Committee of the University Academic Senate  
**CC:** C. Griff Griffin, Director, General Education Program  
**FROM:** General Education Committee—Gabriele Gottlieb, Chair  
**DATE:** April 10, 2020  
**SUBJECT:** General Education Committee End-of-Year Report

The General Education Committee (GEC) met 16 times this year (with one more meeting on Monday, April 13) from 2:30-4:30 p.m. Monday afternoons. We shifted some of our work to the online format to reduce the number of in-person meetings. Three of our meetings were through Blackboard Collaborate after the suspension of in-person meetings due to the Covid-19 pandemic. We can report progress in the following areas.

**Curriculum:** We received 18 course proposals and at this point have reviewed all proposals, except for one, which we will review on Monday, and one that was just submitted. We approved 11 courses so far with 4 more courses not having returned after an amendment request. We rejected 1 course but also advised the faculty to potentially resubmit their course under a different GE category. We also approved 2 Special Topics courses.

**Assessment:** During the fall semester, we reviewed 49 Course Assessment Reports (CARs) and, during the winter semester, we reviewed 43 CARs. CARs are reviewed by groups of committee members but any questions or concerns are raised before the committee as a whole. We also respond to each CAR individually with a feedback rubric to the faculty who assessed the course. Of the 92 CARs reviewed, we rejected 5 CARs and 5 more sections that were part of a course's assessment. The dedication to high quality instruction by faculty was evident in the authors' thoughtful and in-depth reflections throughout the CAR reports.

Based on the overall quality of the CARs and considerations for faculty workload, the GE Committee decided to extend the assessment cycle from 3 to 4 years and reduce the number of sections to be assessed of a course with multiple sections from a maximum 5 sections to a maximum of 3 sections.

In an effort to continue to educate and assist faculty about the assessment process, the GE Director held 27 30-minute workshops and two one-on-one meetings. These workshops have greatly contributed to the high quality of the CARs. Furthermore, the chair has met with the faculty of one department during a department meeting to provide assistance with assessment.

**UAS Charges, 2018-19:**

1. Develop materials for faculty to assess the Gen Ed Skills and Knowledge Student Learning Outcomes.

We spent a considerable time this year discussing handouts on teaching and assessing that are geared towards helping faculty with teaching and assessing the nine GE Skills SLOs. We divided the committee into different groups to work on specific Skills remotely and then discussed and revised those handouts with the committee as a whole. The handouts include tips on teaching and assessing as well as specific examples of assignments faculty have used to successfully assess a Skill SLO and its objectives. So far, we have finalized handouts for Oral Communication, Written Communication, Quantitative Literacy, Information Literacy, Critical Thinking, and Problem Solving. The remaining three rubrics will be finalized in the Fall semester as we postponed the discussion of those rubrics due to the Covid-19 pandemic.

2. In an effort to engage more faculty in our shared governance system, prepare a mid-year progress report at the end of the Fall semester to be posted on the GEC website and disseminated to ECS/UAS and College Deans (a full report is expected as usual at the end of the year).

The GE Committee submitted a Mid-Year Report, which is posted on the GE website. This report will also be posted on the website once it is finalized and approved by the GE Committee.

**Conclusion:** As the chair of this committee, I would like to commend the GEC members for their extensive work outside of committee meetings done throughout this academic year, especially when it comes to the development of Handouts to assist faculty with teaching and assessing the GE Skills SLOs as well as the review of CARs.

The GEC would like to thank the GE Program Director C. “Griff” Griffin, the GE Office Coordinator Jen Cathey, Graduate Assistant Adam Heiss, the Associate Vice President for Academic Affairs Ellen Schendel, UAS Vice Chair Shawn Bultsema, Assistant Vice President for Academic Affairs Chris Plouff, the Pew Faculty Teaching and Learning Center, the University Assessment Committee, the University Curriculum Committee, the College Curriculum Committees, and the University Academic Senate for supporting us in our efforts to ensure the implementation and quality of the General Education Program.

**Attendance:** The GEC met 17 times – 14 in-person, 2 online meetings, and one pending on Monday, April 13. The number after the member’s name represents how many meetings, he/she attended during the academic year.

College of Liberal Arts & Sciences: Abdullah Alrebh (10 in-person/2 online); Brian Bowdle (7/1); Brian Drake (14/2); Gabriele Gottlieb (14/2; chair); David Laughlin (11/2); Dennis Malaret (worked remotely during fall due to class; 5/0); Keith Oliver (12/2); Amy Stolley (13/2); Patrick Thorpe (11/2); Seidman College of Business: Dori Danko (7/2); College of Community & Public Service: Emily Nichols (10/2); College of Education: Linda Pickett (12/1); Padnos College of Engineering & Computing: Shirley Fleischmann (11/0); College of Health Professions: Erika Bailey (0/0); Kirkhof College of Nursing: Kim Lohr (13/2); Brooks College of Interdisciplinary Studies: Rachel Peterson (9, 0; medical leave); University Libraries: Maya Hobscheid (13/2); Student Senate: (0/0).

Gabriele Gottlieb – GEC Chair, College of Liberal Arts and Sciences

Abdullah Alrebh – College of Liberal Arts and Sciences

Erika Bailey – College of Health Professions

Brian Bowdle – College of Liberal Arts and Sciences

Dori Danko – Seidman College of Business

Brian Drake – College of Liberal Arts and Sciences

Shirley Fleischmann – Padnos College of Engineering

Maya Hobscheid – University Libraries

David Laughlin – College of Liberal Arts and Sciences

Kim Lohr – Kirkhof College of Nursing

Dennis Malaret – College of Liberal Arts and Sciences

Emily Nichols – College of Community and Public Service

Keith Oliver – College of Liberal Arts and Sciences

Rachel Peterson – Brooks College of Interdisciplinary Studies

Linda Pickett – College of Education

Amy Stolley – College of Liberal Arts and Sciences

Patrick Thorpe – College of Liberal Arts and Sciences

Ex Officio Member: C. Griff Griffin, Director, General Education; Ellen Schendel, Provost's Office