Grand Valley State University
General Education Committee Meeting
303C DeVos Center

Minutes of 1/26/2015

PRESENT: Kirk Anderson, Chair; Gabriele Gottlieb; Melba Hoffer; Cheryl Kautz; Brian Kipp; Haiying Kong; Jose Lara; Paola Leon; Linda Pickett; Martina Reinhold; Paul Sicilian; Susan Strouse; Patrick Thorpe; David Vessey
ALSO PRESENT: C. "Griff" Griffin, Director, General Education; Jeanne Whitsel, General Education Office Coordinator
NOT PRESENT: Emily Frigo; Sarah King; Josita Maouene; Lawrence Williams

Agenda Items	Discussion	Action Taken
Approval of current Agenda	A friendly amendment was made to introduce new committee member Cheryl Kautz.	Approved per consensus
Approval of 1/12/2015 Minutes		Approved per consensus
• How to get more courses with Information Literacy or Oral Communication as goals?		
- Information Literacy as a goal for WRT 150	The Writing department will be happy to take on information literacy as a "hard-wired" goal in place of collaboration, retaining written communication and having that hard-wired as well. They will send a revised CAP for our review, and it will go into effect this coming Fall. Most students will now be taught information literacy at least once.	
- Oral Communication as a 3rd option for courses in Social	The next goal to seek increased exposure to will be oral communication, which currently is less likely to be chosen because it is time consuming. Should a task force be created to brainstorm ways to place it and market it so people will want to choose it?	

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and Behavioral Sciences and Historical Perspectives?	Does it make sense to offer oral communication as a third choice in Social and Behavioral Sciences and Historical Perspectives? The director had polled instructors to rank goals in order of difficulty of teaching. She will send that report to the chair.	Director will send report to chair.
• **Changes to the GE handbook**	We had considered adding rubrics to the GE handbook, but they would not fit in well. Instead, the committee agreed to have the subobjectives listed under each skill goal description in the front part of the handbook.	
• **Curriculum items for consideration** **- Log 8742: Course change – LIB 350, The Immigrant Experience in the United States [new to GEC, submitted 1/5/2015]** **Note: The change is to add the course to Issues: Human Rights.**	This one is well written. Only two minor amendments will be requested: • Junior standing needs to be added as a prerequisite. • The GE statement needs to be added. The amended version is to be returned to the chair only. Currently, there is no good place to put the GE statement in the SoR. We're having people put it under Topics because there's no better choice. We will be sure to instruct those behind the Sail system to design a new NCP/SoR form formatted the way we need it with an appropriate place for the statement so it is autopopulated in the SoR.	P. Sicilian moved to request amendment, G. Gottlieb second. Motion carried 14-0.
- Log 8604: New course – ART 159, Drawing Fundamentals [Returning proposal; GEC first discussed this fall 2014. Amendment	The proposer responded well to our request for more information on critiques and corrected the misplaced content goal information (the first and third goals had been switched). The only issue is that the proposer had been advised to add the GE statement to the course description, but it doesn't go there. We will ask her to move it to Topics, though we realize it doesn't belong there either but is still the best choice for now. This is the only amendment we will request. It is to be returned to the chair.	P. Thorpe moved to request amendment, M. Hoffer second. Motion carried 14-0.

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requested 9/22/2014. Resubmitted 1/1/2015.]
   Note: this was a special topics course (ART 280); the new course is to be in the Gen Ed Foundations: Arts category.
   Also note! Six supporting documents have been uploaded to the system since we last considered this proposal.
   Recall that returning proposals can be compared to what they looked like when we asked for the amendment by going to the GEC Bb site and clicking on Course Proposals.		

- Log 8607: Course change – ART 260, Introduction to Painting [Returning proposal; GEC first	The system had replaced one of the goals, and the author addressed the new goal it gave her. The chair spoke with her and asked her to redo the proposal with the proper (original) goal. The amended proposal is improved in many areas, including aligning the SoR with GE goals and elaborating on the critiques. There were a number of prerequisites required, which is incompatible with a Foundations course; those have been removed.	

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discussed this fall 2014. Amendment requested 9/22/2014. Resubmitted 1/5/2015.] **Note: The change is to drop all pre-reqs and add the course to Gen Ed Foundations: Arts category.**	The GE statement is there, under Topics. We will approve the proposal. The proposals for ART 270 and ART 275 were returned to the chair, who approved them.	D. Vessey moved to approve, S. Strouse second. Motion carried 13-0 with one abstention.
• **Testing the "new Sail" system – let's compare notes**	The chair tried to propose a new course in the test system to find out what it does. A committee member copied and pasted an old proposal into the test system, but none of the chosen options showed up. What do we want to see corrected in or added to the new system? The following items will be given to Ben Rapin in Institutional Marketing. • Do we want to add the full descriptions (narrative paragraphs) of the skills goals? Currently only the first sentence of skill goal shows up. - It was decided to keep the description short so it doesn't distract from the rest of the information. However, the first-sentence descriptions being used are obsolete. They need to be updated to the current verbiage. • The GE statement, including references to the appropriate attribute (eg "…for Issues: Globalization"), needs to be autopopulated in the SoR. • Where it says "please address the following to complete the form:", the word "the" needs to be added before each named goal. • For the Measure options, when an option (lecture, etc.) is selected, it doesn't show up upon submission, so this needs to be fixed. Also, the "NEEDS TEXT" phrase that appears in the GE form must be replaced with the appropriate text from the handbook. For the skills goals, any text entered under Teach does not show up after submission. Perhaps the SAVE function isn't	

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	working. • The listed content goals need to be updated. It currently gives four goals for U.S. Diversity, though we now only have two, and an ethical reasoning goal is missing. The chair will have Ben refer to the current handbook or Sail system for current goal information. • The part that says "**Be sure to discuss <u>all four</u> objectives**" needs to be emphasized by highlighting, using a bold font, etc. • There are spelling/punctuation errors that need to be found and corrected, though we did not list those. When these problems are cleaned up, we'll reevaluate and address other issues. The chair will volunteer to meet with Ben to go over the system in person.	Chair will contact Ben Rapin regarding revisions to the system and offer to meet with him.
Chair's Report	We are caught up on curriculum items. The chair has followed up with some authors from whom we've requested amendments. Fall 2014 CARs are due Monday, Feb. 2.	
Director's Report	The director has been encouraging people to get moving on their course proposals so the courses can be approved in time to make the 2015-16 GE handbook. She has also checked with those from whom we've requested shorter amendments, as it won't take long to do what we've asked and return them to us. There are two units who have not responded to our CAR submission reminders. The director will contact them again, reminding them of the rules in the assessment policy. We'll gladly roll a course over to the next term but we need to hear from authors so we know what is happening. We'll change the wording of the due dates for online data entry and CAR submissions, because people are focusing on the later CAR due date and missing the data entry deadline. Special topics courses: We have not been approving these for Issues courses. Should we change this policy? Proposers will have to demonstrate that they'll teach the Issues content and skills goals. If they can do so to	Director will contact units who have not responded regarding CARs.

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	our satisfaction, they won't have to put the course through Sail. There are two types of special topics courses: - One that belongs within a home unit and bears that unit's prefix. Instructors can use this option to respond to a compelling current event or pilot a course they may eventually want to convert to a permanent course. - Courses that don't belong in any particular department and would be given either GE or GEX as a prefix. This could apply to either a special topics course or a permanent course. Do we want to explore this idea? How would we promote it? How much demand would there be? It would create an opportunity for creative classes ("hot topics") to be offered. Brooks College would approve the prefix and do the curriculum review. The course would then go through the GEC, the UCC and the Provost. Members were asked to consider whether to offer the special topics option and/or create a GE or GEX prefix, for discussion at a later meeting.	Members are to consider special topics options.
Adjournment		4:30pm