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GENERAL EDUCATION SUBCOMMITTEE

Meeting Minutes

December 16, 2008 - 8:30 a.m.

Champ Hall Conference Room #136

Present: Richard Mueller (Chair), Wendy Holliday, Nancy Mesner, Craig Petersen, Ryan Dupont, Rhonda Miller, Tom Peterson, Cathy Hartman, Brian McCuskey, Rob Barton, Christie Fox, Stephanie Hamblin, Mary Leavitt, John Mortensen, Brock Dethier (guest)

Absent: Larry Smith, Phebe Jensen, Wynn Walker, Vince Lafferty, Shelley Lindauer, Gary Straquadine, Grady Brimley, Richard Cutler

I. Approval of Minutes

Brian McCuskey motioned that the minutes of November 18, 2008, be approved as submitted. The motion was seconded by Wendy Holliday and was unanimously approved.

II. Course Designation Approvals

- a. *PEP 4100: Edward Heath, Health, Physical Education and Recreation*
Pending revisions to Rhonda Miller
- b. *THEA 3230: Colin Johnson, Survey of Western Theatre*
Pending revisions to Rhonda Miller
- c. MS 2110: Lt. Col. Larry "Paul" Dunn, *Foundations of Leadership*
Approved with BSS designation
- d. COMD 3100: Dee Child, *Anatomy of the Speech Mechanism*
Pending revisions to Ryan Dupont

III. Syllabus Approval

- a. *USU 1330: All Creative Arts Syllabi*
Pending review by Tom Peterson based on USU guidelines and committee outcomes from last spring.
- b. *USU 1330: David Sidwell, Civilization: Creative Arts*
Pending revisions to Tom Peterson
- c. *USU 1330: Victoria Berry/Elaine Thatcher, Creative Arts*
Pending revisions to Tom Peterson

IV. Other Business

- a. **Update from Assessment Subcommittee.** Craig Peterson stated that his subcommittee had completed their assignment to define the goals and action plan to assess general education. He distributed an updated list of the proposed goals and stated that Provost Coward is supportive of them. Craig's office will handle most of the items on the list, but the General Education Subcommittee will help with the syllabus review of breadth courses. Dick asked that all breadth designation subcommittee chairs begin to think about a process to review syllabi or courses.

- b. **CIL Exam Update.** The CIL exam was discussed at EPC last month. Dick proposed that as they evaluate the exam more thoroughly, that the committee keep at the forefront that it is a test to demonstrate that students have the computer information literacy skills necessary to successfully complete their academic program and that every question should go through that filter. We continue to collect the data on pass rates and if pass rates are extremely high we eliminate those questions or exams. This is to ensure a minimal level of competency.

Rob stated that they are continuing a comprehensive review of the CIL exam. He has compiled an updated version of the faculty survey that was done in 2003-2004 that led to changes at that time. It takes current requirements and puts them in the survey format and asks if the skill is necessary for a student to be successful in class and then asks faculty to rate the extent to which students are likely to already know that particular topic. He also added questions about skills that other schools are testing, but that we have not incorporated yet. Rob would like the CIL Committee and the General Education Subcommittee to review it, then he will post it online and ask faculty to respond. He will include an explanation of why it would be beneficial for them to respond and how the information will be used. It was suggested that the survey not take more than 5-7 minutes to complete and that the request be sent directly to faculty during the second week of the semester.

Wendy proposed that information literacy be taken out of the survey and exam because passing the CIL information resources test does not measure what students can actually do. Rob felt that information literacy questions should not be removed completely because there are some questions (such a copyright issues) that are not library specific. Wendy stated that librarians have found that students can pass the CIL test and still not understand how and why to use library and more scholarly resources in their work. They have had more success with integrating information literacy into ENGL 1010 and 2010 and other classes because students need a lot of repetition and hands-on practice to become truly information literate. Rob suggested changing how we ask the questions. At our next meeting Wendy will report on the findings from last years' syllabi review on how to integrate information literacy into breadth courses.

- i. **Prerequisite for ENG 2010.** Mary stated that the major impact will be on her office and the Registrar's office. They have worked out the issue of how to monitor who has taken the CIL exam before it is posted to ensure students have complete all prerequisites for ENG 2010. Brian will report to Brock that we are ready to move forward with our proposal to require completion of the CIL exam as a prerequisite for ENG 2010.
- c. **International Baccalaureate Diploma and Gen Ed Discussion.** Christie distributed copies of the International Baccalaureate Organization (IBO) guidelines from the General Catalog and a copy of a student transcript. The guidelines were revised last year, but she feels there is a need for another minor revision. We currently waive all Breadth and Communications Literacy requirements if they have an IBO diploma, but by referring to the transcript it is evident that some students may be missing needed creative arts and science requirements. Christie proposed that the General Catalog be amended to state that the **appropriate** Breadth and Communications Literacy requirement will be waived. The subcommittee agreed. John will notify Sheri Peterson because she is currently updating the catalog.
- d. **Distance Delivery Concerns for Course Approvals.** Dick proposed that the General Education Subcommittee Course and Syllabus Approval Process instruction sheet be revised to state that "If the course is to be offered online, or by self-study, or distance

delivery, the proposal should address how pedagogy and content criteria will be met given the constraints of these formats.” An updated form will be emailed to everyone for review before our meeting next month.

- e. **Spreadsheet of All General Education Requirements.** Dick gave Stephanie a laminated poster from the Board of Regents of all general education criteria for Utah institutions. If anyone would like an electronic copy, let Dick know.
- f. **Sustainability Criteria Update – Breadth Designation Subcommittee Chairs.** Dick asked that all breadth designation subcommittee chairs continue discussing this issue with their committee members and colleagues and come prepared to share their input at our January meeting.
- g. **Raise Minimum English 1010 Grade to C Minus.** It was recently brought to Brock’s attention that everyone except USU and the College of Eastern Utah require at least a C- as the minimum grade in ENG 1010. We accept a D. Everyone agreed that it would be appropriate to raise our minimum grade to a C- so we are aligned with everyone else in the state. He estimated that less than 50 students should have to take ENG 1010 twice. If this is approved by the EPC and Faculty Senate, it will be effective Fall 2009. Dick stated that it is not uncommon for schools not to accept D’s from transfer schools.
- h. **QL/QI Accommodation Process.** Dick discussed formal guidelines and a form for QL or QI course accommodation/substitution requests for students with documented quantitative disabilities. He will email a draft for everyone’s review before our January meeting.
- i. **Aligning LEAP Outcomes with University Studies Objectives.** At the Educated Persons Conference in November, the Board of Regents asked that our General Education Subcommittee review our programs to see how they align with the LEAP (Liberal Education and Americas Promise) Project Essential Learning Outcomes. The Regents’ want to assess general education and degrees across the entire system and they are looking at the LEAP objectives as a starting point to do that. Dick asked that members of the subcommittee compare our “Citizen Scholar” statement with the LEAP outcomes before our January 20 meeting to determine how they align with the LEAP objectives.

V. Next Meeting – January 20, 2009