**­General Education Council**

**Minutes**

**September 13, 2018**

**2:30-4:00pm, West Science 2803**

**Present**: Mike Burgmeier, Jim Cantrill, Brent Graves, LaMart Hightower, Lanae Joubert, Kim Rotundo, Brian Zinser, Linda Lawton, Wendy Farkas

1. **Approval of Minutes:**
   1. Minutes of 08/23/2018. Approved.
2. **Reports: Chair**
   1. **Directors Report**

Jim has been talking with Departments and faculty about the upcoming 2019 General Education assessment. Additional venues forthcoming.

* 1. **Student Representative on GEC**Brent has contacted ASNMU in order get a representative.
  2. **Fall 2018 GEC Meeting Schedule**

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| --- | --- | --- |
| ~~August 23, 2018~~ | ~~September 13, 2018~~ | September 27, 2018 |
| October 11, 2018 | October 25, 2018 | November 8, 2018 |
| November 29, 2018 | December 13, 2018 |  |

1. **New Business**
   1. **Assign revision of proposals (assure match to rubrics)**

Tabled for next meeting. See old business for revised rubric discussion below.

* 1. **Agenda for Cantrill presentations**

Jim plans to present to Arts and Sciences first, present at deans and dept heads meeting if time, then individual departments. Most likely he will present the following: Present the mandated GE assessment, provide appropriate time periods, share the appropriate data that needs to be collected, explain *artifacts*, and provide sample forms for the process as well as inform where support information is located. Prompt faculty for solutions for issues that arise and open up for questions. Jim will report back to GEC about his process.

Question was asked: What do we do when someone does not submit/comply? Solutions to be determined, suggestion to learn what other universities are doing about compliance.

* 1. **Revised Bylaws**

Did not get to

1. **Old Business**
   1. **Revised Rubrics – Wendy Farkas**Wendy completed revising all rubrics to have consistent language. All on shared drive for us to review. She asked for feedback.

Need to update any developed materials that contain the rubrics before disseminating to faculty

Question was asked: What artifact is to be submitted for oral delivery? The idea of the GEC process to provide an independent check to see the proficiency score compared to learning objectives. Are the students learning the Gen Ed objectives? This may induce some logistics to develop a process to capture an artifact for the effective communication courses (oral presentations) – perhaps 11 courses with multiple sections. Proficiency data is to be calculated by each instructor and then calculated per course at the department level. Sending artifacts to GEC may require some problem solving. Some solutions were discussed for large sections, but more discussion to come.

How are other schools doing this? What are best practices to evaluate oral communication? Recording live speeches was discussed.

1. **Proposal Review Process**
   1. **Proposal Revisions for Review**
      1. None
   2. **Proposals for Initial Review**
      1. None
2. **Good of the Order**

Didn’t get to

Meeting adjourned at 3:55p.m.