

GENERAL EDUCATION COMMITTEE MEETING
September 12, 2013
Minutes

1. The meeting started at 12:30 pm.
2. The chair introduced herself and asked committee members to do the same. The chair also stated that four committee members were missing because of an emergency meeting of the Faculty Senate.
3. Lou Crescitelli asked a number of questions about the Information Literacy project the committee worked on during the previous year. The chair explained that the Information Literacy project so far has only checked to see whether information literacy and the assessment of it is properly included in department syllabi.
4. Core Competencies vs. Essential Learning Outcomes: The chair explained that there are new core competencies (the LEAP outcomes). It has since come to the Chair's attention that the LEAP goals are **not** core competencies and this will need to be corrected in the document titled, "Certification of the General Education Status of a BCC Course: Policy and Process."
5. The meeting also referred to some of the work the committee focused on during the previous year including whether to have two sets of "areas of study," one from the state and one from the college. It appears that there are still two sets.
6. The chair reviewed the documents in the folder including: Committee Description and Member Responsibilities, Certification of the General Education Status of a BCC Course: Policy and Process, Course Evaluation Form, Application for General Education Course Certification, Courses Approved for General Education (2012-2013 – this will need to be updated), Middle States Standard 12, and the LEAP Essential Learning Outcomes. The committee will continue its work related to General Education Course Review and Policies.
7. The chair explained some of the General Education assessment work that has occurred:
 - a. Last winter, the "GEAC" – General Education Assessment Committee, created a plan to assess the Gen Ed program. This plan was not used.
 - b. The LEAP Essential Learning Outcomes were adopted by the Faculty Senate at its April 2013 meeting. These learning outcomes will help guide the Gen Ed assessment process.
 - c. In August 2013, the CIE assessment fellows met with the Vice President of Institutional Effectiveness and the Vice President of Academic Affairs to discuss various means of assessing the Gen Ed program.
 - d. The chair shared the following idea from the August meeting.

- i. Fall semester: Pilot the assessment (artifacts will be reviewed in January and necessary changes to the procedure, rubric, etc. will be discussed)
- ii. Spring semester: Assess the Gen Ed program
- iii. Proposal: Gen Ed committee will decide which components of the Essential Learning Outcomes they want to assess. We do not need to assess all the outcomes in one cycle. The Gen Ed committee will create rubrics to assess work. College faculty will be invited to submit student work (with a copy of the assignment) to an assessment work group. Artifacts will be anonymous. The only artifacts that will be examined are those from students who have completed a minimum of **45 credits**.
- iv. Rationale: The Essential Learning Outcomes are qualities that all students who have taken courses in their majors and in general education should possess. As this is an assessment of **student learning**, all students nearing completion of their coursework should be able to demonstrate these qualities. If our assessment finds that students do not possess these qualities, we need to see what changes should be made to courses so that students can possess these qualities.
- v. One question about this assessment idea is whether we are only assessing the artifacts or are we also looking at the assignment to see if it meets the assessment criteria. We are only looking at student learning so we are not assessing the assignments.
- e. The chair shared another assessment idea including creating our own tasks to assess. Because of the immediate need to demonstrate to Middle States that we are assessing General Education, this does not seem like a practical idea.
- f. Discussion about Gen Ed assessment ensued and will need to be continued.

8. Meeting adjourned at 1:30.

9. **Note:** After the meeting, the chair spoke individually with Judi Davis and George Cronk, previous chairs of the Gen Ed committee. The document, "Certification of the General Education Status of a BCC Course: Policy and Process" is still a draft and has a number of errors. The Gen Ed committee will need to revise this document.

Submitted by Gail Fernandez