

GENERAL EDUCATION COMMITTEE MEETING
December 11, 2014
Minutes

Attending: Gail Fernandez, Ann Brown, Denise Budd, Joshua Guttman, Kate Hossain, Takvor Mutafoglu, Tracy Saltwick, Andrew Tomko, Coleen DiLauro

1. Meeting started at 12:30.
2. Middle States Annual Conference Update:
 - a. Chair shared that she and Maureen Ellis-Davis presented, "Assessing General Education Across the Curriculum." It was well-received and there was a lot of interest in our assessment process.
 - b. Chair shared that Middle States will be combining the 14 Standards of Excellence into 7 Standards. There is a great deal of emphasis on assessment.
3. Gen Ed Assessment Roundtable, January 14, 2015
 - a. As a result of the interest at the Middle States Conference, the Gen Ed Committee will invite the Academic Vice-Presidents and chairs of the Gen Ed Committees of the 19 community colleges in NJ and some 4-year colleges to an informal discussion of gen ed assessment.
 - b. It will take place from 10:00 – 12:00.
 - c. All members of the Gen Ed committee are invited.
4. Gen Ed Assessment:
 - a. The Chair asked committee members to remind their colleagues to send in artifacts for the assessment.
5. Critical Thinking Letter to Depts.
 - a. Andrew Tomko made some suggestions and we used his version as a starting point.
 - b. Some of the discussion:
 - i. What if syllabi don't have the current language? Are there any consequences?
 - ii. Can we do anything to make sure the email doesn't get lost in the midst of all the emails and that it is read?
 - iii. Put in a deadline for faculty to make changes.
 - c. We will divide the current letter into two:
 - i. First, telling faculty to make sure the most current syllabi are on the website.
 - ii. Second, targeted letters to depts. that need to change their wording.
 - d. Committee members can help faculty revise syllabi.
 - e. Chair will make changes to letters and send it to the committee. Hopefully, we can send an email in early January.

6. *Sustainability for Nature*, new Biology course
 - a. Will come up for Gen Ed status at our February meeting.
7. Meeting adjourned at 1:05.

Submitted by Gail Fernandez