Minutes of Meeting of the General Education Committee

February 10, 2012

Fenton 2157, 12:00-12:50 PM

Present: Andrea Zevenbergen, Ingrid Johnston-Robledo, Todd Proffitt, Laura Koepke, Sherri Mason, Tai Yi, Carl Lam, Guangyu Tan

Excused: Steve Fabian, Dawn Eckenrode

The agenda was approved as presented. The minutes from the meeting on 2/7/12 were approved without any corrections or additions.

The Chair introduced a new committee member, Carl Lam. Carl is a sophomore at SUNY Fredonia, with majors in journalism and music performance. Carl is also a member of the Academic Affairs standing committee. Carl can attend the General Education meetings on Friday afternoons. Carl approached the General Education Committee Chair with interest in being part of the General Education Committee.

The group then discussed course proposals and general issues which arose when discussing the proposed courses.

1. SPMG 330 – The organization of the proposal is not entirely clear. The instructor needs to indicate under the portion of the form that says, “Develop proficiency in oral discourse” that the students complete two presentations. The syllabus is clear, but we will remind the instructor to put in the name and Learning Outcomes for the Oral Communication category for the upcoming syllabi which are used. The rubrics included are excellent. Sam made a motion to send the proposal back for clarification regarding the two oral presentations, and how each is assessed. Todd seconded the motion. The motion passed unanimously.

2. CSIT 431 – The syllabus does not include information regarding the two presentations. A rubric is indicated in the oral communication proposal but is not included in the syllabus, or as an attachment. Also, the instructor needs to indicate which topics in the course relate to critical thinking, and how critical thinking is assessed. Under part 2 of the information management part of the proposal, the instructor needs to indicate the topics in the course that relate to information management (i.e., the instructor has here listed the Learning Outcomes for Natural Science courses in General Education). Also, the instructor needs to indicate how part 2 of the information management section is assessed. Sam made a motion to send the proposal back for revision. Laura seconded the motion, which passed unanimously.

3. CSIT 441 – Todd made a motion to approve the course proposal as is. Sam seconded the motion, which passed unanimously.

4. CSIT 455 – There is no reference to oral presentations in the syllabus. A motion was made by Todd and seconded by Sam to have the proposal sent back for revision. This motion passed unanimously.

5. CSIT 462 – The group discussed the final line in the course syllabus, which states that “This syllabus is subject to change at the discretion of the instructor.” Committee members varied as to whether they thought this sentence is problematic or not (e.g., What if the instructor makes changes such as that the Learning Outcomes for the CCC category are no longer met?). Some committee members include such a sentence in all of their syllabi, in order to be able to more easily add or remove an assignment, change the order of information presented, etc. The group debated whether this point should be brought up to the course instructor, whether the issue should go to the Academic Affairs Committee, etc. It was decided that the Chair of the committee would e-mail the instructor, when indicating approval of the course, that the instructor should not make changes in the course such that the course would no longer fulfill the requirements of the General Education category. Sam made a motion to approve the proposal as is. Laura seconded the motion, which passed unanimously.

Given the little time remaining for the meeting, the Chair moved ahead to item #8 on the agenda: discussing the timeline for elections to the Gen Ed Committee for AY 2012-2013. The terms for Sam, Steve, and Andrea are ending this Spring. The University Senate plan is to have elections in March, with new committee members determined by the end of March. This is earlier than usual, and will give the group the opportunity to work with new members before the end of the semester.

Agenda item #5, regarding the conference Laura attended in January, will be moved to the next meeting. Andrea indicated she would initiate a Google Docs discussion about agenda items #6 and #7 (final report for Information Management, update on the assessment subcommittees).

Respectfully submitted,

Andrea Zevenbergen, Chair, General Education Committee