

CAMPUS GEN ED CURRICULUM AND ASSESSMENT COMMITTEE MEETING
February 2, 2018

MINUTES

Committee members present: S. Graham, Chair, L. Cleary; J. Martin-Tse; J. O'Brien; J. Przepiora; R. Rolland; P Youngs-Maher

Guest: Deb Stehle, Lauren Germain

Excused: C. Ciereck, C. Sames

The meeting was called to order at 1:01 pm by the chair, Ms. Susan Graham.

Prior to the agenda items, Ms. Martin-Tse informed the committee that the contacts for the General Education campus representatives for Upstate listed on the SUNY website include Dr. Paul Grover, Nancy Leo and Joan O'Brien. Ms. Graham will update SUNY.

1. Review of Draft Assessment of General Education Procedures at Upstate Medical University

Prior to the meeting, Ms. Graham distributed a draft proposal for SUNY Upstate Medical University General Assessment Education Plan for Undergraduate Courses (attached) that she drafted and asked the committee to review for discussion at the meeting. She modeled some of it after the University of Binghamton's guidelines and had both Dr. Germain and Ms. Youngs-Maher review it. She asked the committee for feedback on the proposal, which they provided. She stated she did not have the committee review the fall 2017 courses, as she wanted them to first review this proposal. Instructors will be asked to complete the chart as listed on page 5 of the proposal and submit to the committee. The committee suggested adding one more column entitled "Committee Review." She will update the proposal with revisions suggested by the committee and resend. Dr. Rolland stated the College of Nursing uses the software, REDCap as an electronic database for its courses. It was suggested this could be used for the Gen Ed courses, as opposed to BlackBoard. It is easy for the instructors to use. It was suggested that a sample model could be circulated to the instructors with an instruction sheet. Dr. Rolland will send the committee a sample model to review.

2. Designation of SUNY Gen Ed Courses

Ms. Graham confirmed that designation of SUNY Gen Ed courses are now included on all sheets that go to the Registrar. Ms. Martin-Tse verified they are included in the Academic Catalog. These will also be identified on the Curriculum Maps. Ms. Graham showed one that Ms. O'Brien did. Dr. Cleary suggested to identify the Gen Ed courses, include (*) after the title with the code at the bottom.

3. Submission of NURS481 to SUNY

Ms. Graham informed the committee that Upstate's NURS 481 course is not included on SUNY's website of approved Gen Ed courses. There is a document that was signed by Upstate's Curriculum Committee in 2003. She will reach out to SUNY to ask that they update their website to include NURS 481.

4. New Business

There was no new business.

5. Next Meeting

The committee will meet in June. They will be asked to review the fall 2017 and spring 2018 courses for Natural Sciences, Critical Reasoning and Information Management. At the next cycle, they will be asked to review the Communication and Mathematics courses.

The meeting was adjourned at 1:55 pm.

Respectfully submitted,

Margaret Bourke