

CAMPUS GEN ED CURRICULUM AND ASSESSMENT COMMITTEE MEETING
March 17, 2016

MINUTES

Committee members present: L. Cleary, C. Ciereck, N. Leo, J. O'Brien, J. Martin-Tse, R. Rolland, C. Sames

The meeting was called to order at 10:01 am by Nancy Leo. The committee was asked to review and rate student work posted on the BlackBoard for the ENGL 325, ENGL 303, BIOL 441 and BIOL 451 fall 2015 courses.

1. Review of Coursework Related to Communication Skills: ENGL 325, ENGL 303

Ms. Ciereck provided an overview of the two courses she taught. Both of them focus on written and oral communication in the workplace. In ENGL 303 the students are taught how to write a resume and cover letter, and for Radiation Therapy they participate in a mock interview and produce a final paper. The students really embrace the mock interview. ENGLS 325 is a further extension of 303 in preparing the students for the workplace. It focuses on coherent, more concise communication. It assists the students in transferring their skills from the classroom to the workforce. ENGL 325 is three credits and 303 is a half credit.

Ms. Leo stated Judy Carpenter teaches the ENGLS 303 course to eight students in the Cardiovascular Perfusion program. One student did not turn in work. Ms. O'Brien added the department chairs should emphasize to the students that arts and sciences courses are important. Students need to be motivated to write.

The majority of the samples reviewed by the committee in each English course were rated satisfactory. The committee feels the expectations across all the courses are comparable and that the courses meet the SUNY Gen Ed requirements.

2. Review of Coursework Related to Research Methods: BIOL 441 and BIOL 451

Dr. Sames provided an overview of the research methods courses she taught. These courses are required courses. The students develop an appreciation of how research is designed. The courses help in the students' critical thinking skills and analytical thinking skills. In BIOL 441, taught to Cardiovascular Perfusion and Respiratory Therapy students, the students do a literature search and choose an article that they critique. They also do a group research project. In BIOL 451 the Med Tech students do a capstone project and a literature search and article critique based on the capstone project. Radiation Therapy and Medical Imaging students do not do a capstone project. Overall, the committee rated these courses as satisfactory. They agreed the quality and content all meet the Gen Ed requirements.

3. New Business

Ms. Leo asked the committee when they would like to meet to review the spring 2016 courses. They decided the end of May would be best. She will send out a doodle poll with suggested dates. Subsequently, May 24 at 1 pm was selected as the date of the next meeting.

The meeting was adjourned at 10:55 pm

Respectfully submitted,
Margaret Bourke