

CAMPUS GEN ED CURRICULUM AND ASSESSMENT COMMITTEE MEETING
May 24, 2016

MINUTES

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

The meeting was called to order at 1:00 pm by Nancy Leo. She introduced a new member of the committee, Ms. Megan Mueller. The committee was asked to review and rate student work posted on the BlackBoard for the ENGL 325, ENGL 302, NURS 481 and BIOL 310 courses.

1. Review of Coursework Related to Communication Skills: ENGL 325, ENGL 302

Ms. Leo stated for Judy Carpenter's ENGLS 302 Professional Communication course for CVPR there was only one student. She felt this student's work was not satisfactory. However, the student was given a pass grade, as she submitted what was required, showed up at class and met with Ms. Carpenter. Ms. Leo will discuss this with both Ms. Carpenter and the department chair, Mr. Bruce Searles. She stated Ms. Carpenter will teach this same student in the fall course; anything that was missed can be addressed at that time. Ms. O'Brien noted that under course syllabus the course schedule was posted, not the syllabus. She recommended that all instructors post the course syllabus. The committee was concerned that the student was given a pass grade when the work was not satisfactory. Dr. Cleary suggested that Ms. Leo send a letter to Ms. Carpenter and copy her, Joan O'Brien, Donald Simpson and Bruce Searles stating the committee is concerned of the academic integrity of this and ask that she provide evidence of didactic instruction.

Ms. Leo stated for Judy Carpenter's ENGL 302 Professional Communication course for MI she provided draft and revised research papers from three students. She found a couple unsatisfactory, but all showed improvement. Ms. O'Brien noted again there was no course syllabus submitted; just the course schedule.

Ms. Leo stated for Christina Ciereck's ENGL 302 Professional Communication course for RADT she submitted research papers and PowerPoint presentations for two students. Ms. Leo found one unsatisfactory. Ms. O'Brien suggested it might be useful to see syllabuses for courses that are linked together.

Ms. Leo stated for Christina Ciereck's ENGL 325 Professional and Technical Writing course she provided draft proposals, final proposals and PowerPoint presentations for three students. Ms. Leo didn't find any issues with these.

Ms. Leo stated for Megan Mueller's ENGLS 325 course she also provided draft proposals, final proposals and PowerPoint presentations for three students. See felt all the work was satisfactory.

2. Review of Coursework Related to Research NURS 481

Dr. Rolland reviewed the NURS 481 course that Dr. Shuhong Luo taught. This instructor was new. It was well into the course before the students received the correct criteria. Dr. Rolland stated for the most part the students were able to present what was needed and overall their work was satisfactory. Dr. Rolland stated she will take a more active role in this course.

3. Review of Course work Related to Mathematics BIOL 310

Ms. Leo stated this course is taught online by Dr. Bridgette Jacob. She submitted graded homework on four students and final projects on two students. Ms. Leo felt the final projects were very good. She noted many of the questions in the graded homework were multiple-choice questions. You were able to see what the students got right and wrong but not their work. The committee discussed whether multiple-choice questions adequately provide the interpretation as outlined in the criteria. The committee noted that the interpretation can be found in the final paper but they wanted to make sure that the instructor feels the paper provided an adequate interpretation. It was decided that Dr. Rolland will talk informally with Dr. Jacob on this and either email the committee on her response or report it at the next meeting.

Dr. Cleary suggested, that since some courses are taught online, it might be a good idea to invite Pam Youngs-Maher to serve on the committee. Ms. Leo will invite her.

3. New Business

The next meeting will take place in January/February 2017 to review the 2016 fall courses.

The meeting was adjourned at 1:53 pm.

Respectfully submitted,

Margaret Bourke