

CAMPUS GEN ED CURRICULUM AND ASSESSMENT COMMITTEE MEETING  
May 26, 2017

MINUTES

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

Excused: C. Ciereck, J. Martin-Tse, M. Mueller, C. Sames

The meeting was called to order at 1:01 pm by the chair, Ms. Susan Graham. Ms. Graham introduced a new committee member, Ms. Josie Przepiora, representing the Arts and Sciences. She also introduced Dr. Lauren Germain, Director of Evaluation, Assessment and Research, who she asked to join the meeting to provide input on assessment of the Gen Ed courses moving forward. At the last meeting, the committee discussed revising the process of how they assess these courses.

### **1. Review of Spring 2017 Courses**

The committee was asked to review and rate student work posted on the BlackBoard for the following 2017 spring courses:

- ENGL 302 001 Prof. Comm. for CVPR
- ENGL 302 002 Prof. Comm. for MI
- ENGL 302 BL1 Prof. Comm. for RADT
- ENGL 303 001 Prof. Comm. for RESP
- ENGL 325 001 Prof. & Tech. Writing
- ENGL 325 002 Prof. & Tech. Writing
- NURS 481 OL1 Research in Nursing
- BIOL 310 Biostatistics

The rate sheets were returned to Ms. Graham. She compiled and distributed a summary of the courses (see attached). She stated in general all courses met the General Education requirements. She noted that for ENGL 302 BL1 Prof. Comm. for RADT that the course description was different than the one published in the Academic Catalog and for ENGL 325 001 Prof. & Tech. Writing, for the PowerPoint presentations the completed rubric was submitted without examples. Ms. Youngs-Mahar noted that for ENGL 302 002 Prof. Comm. for MI, the syllabus should contain list of learning activities to be used in the assessment. Ms. Graham asked the committee to consider if the course syllabus should reflect the specific objectives for Gen Ed assessment and should the course description specifically identify the course as meeting Gen Ed requirements.

The committee agree that all the courses met the SUNY General Education Requirements.

### **2. New Business**

Ms. Graham pointed out to the committee that in the Academic Catalog there is a paragraph on SUNY General Education Requirements and it includes health care ethics as a requirement. Ms. O'Brien noted that this was included to reflect courses common to all undergraduate students, but does not fall under the Upstate guidelines for Gen Ed. The committee agreed this does not need to be included and should be deleted. They also suggested that the courses that fulfill the SUNY Gen Ed requirements be identified in the catalog in which requirement it fulfills (Mathematics, Natural Sciences, Basic Communication, Critical Thinking and Information Management). Ms. Graham will make those revisions and will send to

Patricia Gooden in Dr. Cleary's office to update the catalog. The course syllabi should also include a statement that it meets the Gen Ed requirements and list the specific objectives.

Ms. Graham invited Dr. Germain to provide input on our assessment process of Gen Ed requirements. The SUNY policy states a campus shall have a process that meets the standards of the Middle States Commission on Higher Education for assessing whether students achieve the SUNY Gen Ed student learning outcomes in its Gen Ed curriculum and for using assessment results to inform planning and resource allocation decisions and to improve student learning. Dr. Germain suggested looking at the frequency of assessment and that it doesn't have to be on an annual basis. This year we could look at Gen Ed requirements, next year look at the rubrics and every three year do a full comprehensive review. Do a quality control at every 3-5-year cycle. It is the responsibility of the faculty member to review the course work, not the role of this committee. Ms. Graham will draft a proposal based on the suggestions and additional input from Dr. Germain for the committee to review. She wants this to be consistent with the MSCHE review. Ms. Youngs-Mahar offered to assist and suggested they also contact Dr. Moeckel, Assistant Provost for Assessment at SUNY, for her input.

Dr. Cleary stated there has been some discussions about Gen Ed requirements among the SUNY Chief Academic Officers and she will see if there was some helpful information from those discussions.

### **3. Next Meeting**

The committee will meet in the fall to discuss the draft proposal and implementing an assessment plan based on that proposal.

The meeting was adjourned at 1:50 pm.

Respectfully submitted,

Margaret Bourke