

CAMPUS GEN ED CURRICULUM AND ASSESSMENT COMMITTEE MEETING  
August 29, 2018

MINUTES

Committee members present: S. Graham, Chair, L. Cleary; L. Germain; J. Martin-Tse; J. O'Brien; J. Przepiora; R. Rolland  
Excused: M. Altman; C. Ciereck, C. Sames, P. Youngs-Maher

The meeting was called to order at 11:06 am by the chair, Ms. Susan Graham.

1. Review of Upstate Medical University General Education Guidelines

Ms. Graham informed the committee of the new General Education website: [http://www.upstate.edu/committees/com/gen\\_ed\\_comm.php](http://www.upstate.edu/committees/com/gen_ed_comm.php) The website includes the list of committee members, the charge to the committee, meeting minutes and the final document of Upstate's General Assessment Education Plan for Undergraduate Courses (attached). She asked that the committee share this document with their faculty, particularly those that teach baccalaureate students. She reviewed the plan with the committee. She noted that the CVP course will be removed, as it will be going to a master's program after next summer. The committee noted that in the chart on page 2, RESP also needs to be included under Basic Communication. Ms. Graham will make that revision. Dr. Cleary suggested including the number of credits for each course on the chart. Ms. Graham reviewed the assessment procedure as outlined in the plan with the committee. She asked the committee if definitions should be included for the following assessment results categories: exceed, fulfill, approach or fail to meet. The committee suggested these could be included in the syllabus.

Ms. Graham informed the committee that the General Education site on BlackBoard is now listed under My Organizations. It includes the contacts, Assessment Plan, link to the General Education website, Outcomes Assessment Reports, Curriculum Maps and meeting minutes. She noted all of the Curriculum Maps have been updated except for nursing. Dr. Rolland will complete for nursing and send to Ms. Graham. Ms. Graham reviewed the Curriculum Map for her course, as an example of how they should be completed. They should reflect the entire curriculum. Middle States will track individual learning objectives to make sure they tie in with the institutional learning objectives.

2. Review of Courses in Year 1 General Education Categories (Natural Sciences, Critical Reasoning, Information Management)

The committee noted that on all the General Education Learning Outcomes Assessment Reports the outcomes statements for critical thinking and information management need to be added. They recommended that the first column on the reports be "Gen Ed Outcomes Statements."

- NURS 481 Research in Nursing

The committee recommended a "Gen Ed" column be added under Learning Outcomes in the syllabus. On the report the committee questioned the high-performance level and were informed there were two instructors with an inconsistent approach to grading. The committee urges consistency in the approach to grading going forward.

- BIOL 441 Research Methods

It was noted this will be the last time to review the CVP course, as it is going to a master's degree. However, the committee did recommend if this course is to be offered again, that the syllabus include a link to the Gen Ed objectives. The committee again questioned the high-performance level and again urges consistency in grading.

- BIOL 451 001 Research Methods

The committee recommended that the syllabus include a link to the Gen Ed objectives. The committee questioned the high-performance level for a research course and recommended that a rubric for the course be included. Ms. Graham will ask the instructor for one and she will post.

- BIOL 451 0L1 Research Methods

The committee recommended a link to the Gen Ed objectives be included under “Learning and Assessment Activities” in the syllabus. Due to the high-performance level, they suggested a rubric be included, which Ms. Graham will request and post.

#### New Business

Ms. Graham asked if there was any new business. Dr. Cleary wanted to remind the committee they may be asked to meet with the Middle States site visitors when they come November 11-14, 2018. Ms. O’Brien asked, based on a student inquiry, that if a student fulfilled the Gen Ed requirement in a course elsewhere, could they receive credit. Ms. Przepiora offered to review those courses.

The meeting was adjourned at 12:08 pm.

Respectfully submitted,

Margaret Bourke