

University General Education Council Meeting
K-State Student Union, Rm. 204
Minutes
April 1, 2004

Those Present:

Bronwyn Fees (Human Ecology)
Reg Pittman (Arts & Sciences/Chair)
Gretchen Esping (GTA, Center for the Advancement of Teaching & Learning)
Pat Pesci (Human Ecology)
Marv Willyard (Agriculture)
Peter Mudrack (Business)
Lisa Harrison (Arts & Science)
Jim Goddard (Engineering)
Marjorie Hancock (Education)
Regrets: Greg Davis (Agriculture)
Sally Yahnke (Education)
Bob Homolka (Technology & Aviation)
Kaleen Knopp (Technology & Aviation)
John Schlup (Engineering)
Vicki Clegg (Center for the Advancement of Teaching & Learning)
Sheri Smith (Architecture)
Patricia Marsh (Assessment & Program Review)

Reading Teams 2003-2004

TEAM 1 Bronwyn Fees, Sheri Smith, Jim Goddard, & John Schulp
TEAM 2 Greg Davis, Sally Yahnke, Bob Homolka, & Pat Pesci
TEAM 3 Marjorie Hancock, Peter Mudrack, Reginald Pittman, & unknown
TEAM 4 Marv Willyard, Katleen Knopp, Lisa Harrington, & unknown

OLD BUSINESS:

The notes of March 18th, 2004 were read. The minutes were not complete at the time of the meeting, but they will be sent via e-mail, in their entirety, along with the minutes of this meeting (April 1st) before the next meeting of the UGE Council, April 22nd.

Discussion continued on Letter D; the high points are as follows:

- The question was raised about the possibility of “capping” or restricting enrollment in a UGE Course.

- Today, budgeting for a department in some colleges is very often linked to the FTE (full-time enrollment) in each course...so it is to the advantage of the department NOT to cap enrollment, and UGE courses tend to open the floodgates for a department's FTE.
- Letter F seems to address the questions about enrollment raised above.

NEW BUISNESS:

Letter F:

- A student cannot get UGE credit for a UGE Course offered in the student's department, but is, naturally, still allowed to take the course for credit.
- Routing Procedure Proposal: (sent to all UGE Members by Vicki Clegg, 03.28.04)

Current routing as indicated at the very end of the original guidelines on the website (www.ksu.edu/catl/uge/course.htm):

The routing procedure for a university general education course proposal is identical to that used for all non-graduate level courses except for the added role of the University General Education Council (see pages 12-13 of the University General Education Proposal). The routing system is faculty member, department, college course and curriculum committee, college faculty, University General Education Council, Academic Affairs Committee, and Faculty Senate. Existing courses, new courses, or modified existing courses submitted as university general education must follow the above routing procedure and provide the information indicated in the template. When the proposal reaches the white sheet phase in deliberations on course and curriculum matters, the college will send to the Chair of the University General Education Council four (4) copies of the complete packet of materials

presented in the green sheet phase. The chair of the task force will distribute copies to task force members for review.

One possible proposal to streamline the routing process could be stated as follows: For new and modified courses being submitted for approval as UGE credit, the routing procedure is identical to that used for all non-graduate level courses except for the added role of the UGE Council. In these cases, the UGE course proposals should follow the routing system below:

- 1) faculty member
- 2) department
- 3) college course and curriculum committee
- 4) college faculty
- 5) UGE Council
- 6) Academic Affairs Committee
- 7) Faculty Senate

For existing courses (those already in the K-State undergraduate catalog) that have ** no or only very minor modifications, the college may opt to eliminate steps 3 and 4, so that the course proposal goes directly from the department to the UGE Council. In these cases, the UGE course proposals could follow the routing system below:

- 1)faculty member
- 2)department
- 3)UGE Council
- 4)Academic Affairs Committee
- 5)Faculty Senate

** Strike-throughs and bolding of the word “no” were suggestions made by Jim Goddard, April 1st 2004. GRE

This Draft of a New Routing Procedure has been tabled until the next meeting of the UGE Council, April 22nd, 2004.

- Jim Goddard suggested UGE Council remove the phrase “or only very minor”.
- Bronwyn Fees stated that the college needs to know when a course has been proposed for UGE credit. Perhaps a letter could be sent to the Course & Curriculum Committee of the college as a courtesy so that the college can be prepared for a UGE course.
- Perhaps even a “form letter” (fill in the blanks) could be sent to the CCC of a college.
- Jim moved to table discussion of the proposed draft until Vicki is present and can partake in the discussion. Passed by consensus.
- It was suggested that at the end of the UGE Council discussion of the Goddard Report all discussions and actions taken by the UGE Council should be collected (Letters A-F and 1-3) and made into a complete response statement to the Goddard Report.

Letter E:

- UGE will postpone any action until the new provost comes on board, July 1st, 2004. We need to consider inviting the new provost to a UGE Council meeting.
- The new provost is somewhat familiar with UGE since he was once a faculty member at K-State.
- Chair Reg Pittman needs to get on the provost’s agenda soon as possible.
- It is essential that department chairs are made aware of all UGE courses in her/his department.
- Perhaps a simple letter could be composed to be sent to all department chairs with the following suggested questions:
 1. Are your new faculty members aware of what it means to teach a UGE course?
 2. Are new faculty members familiar with the guidelines and requirements of a

UGE course?

3. Are your Graduate Teaching Assistants aware of what it means to teach a UGE course?

4. Are your Graduate Teaching Assistants familiar with the guidelines and requirements of a UGE Course?

Letter F: (con't.)

- UGE courses do not require a writing component as a part of the guidelines, but we do assess for writing skills.
 - Emphasis on writing skills across the curriculum by a campus-wide writing task force became a key issue just about the same time that UGE was introduced to the campus, and it is believed that that coincidence led to the inclusion of writing skills as a key component of UGE course.
 - Consensus was that UGE Council ought to continue to push to make writing happen within UGE Courses. The essential point is to have a writing experience within the UGE course.
 - Both A & B of Letter F of the Goddard Report should continue to be a component of a UGE Course.
 - Peter Mudrack gave an example from another university of how professors grade writing:
 - o “After three grammatical or spelling errors are present on a paper, the grading process is stopped, and the paper is returned to the student to be corrected and rewritten.”
 - Pat Pesci thought that sounded like a very fair and constructive idea.
 - Bronwyn Fees asked what is the definition of “upper division courses”.
- Consensus was that upper division referred to 300 courses and above.
- The observation was made that there would probably be a low enrollment in these upper division courses.

Recommendations 1-3 of the Goddard Report are supported and upheld by the UGE Council.

- It is requested of all UGE members that they give an e-mail vote on ANTH 505 so that it may be forwarded to Academic Affairs in a timely manner.

There will not be a UGE meeting April 15th, but a meeting will be held on April 22nd in Rm. 204 of the Student Union at 8:00a.m. We will begin the assessment review of UGE Courses!!!

Respectfully submitted,

Gretchen Esping, GTA 2-2592 or espingg@ksu.edu