

**University General Education
Meeting Minutes
Rm. 204, Student Union
September 18, 2003**

Those Present:

Reg Pittman (Chair & Arts & Sciences)
Patricia Marsh (Assessment & Program Review Representative)
Sheri Smith (Architecture)
Bronwyn Fees (Human Ecology)
Greg Davis (Agriculture)
Peter Mudrack (Business)
Marjorie Hancock (Education)
Bob Homolka (Technology & Aviation)
Marv Willyard (Agriculture)
Pat Pesci (Human Ecology)
Gretchen Esping (GTA)
Kaleen Knopp (Technology & Aviation)

Those Absent:

James Goddard (Engineering)
John Schlup (Engineering)
Sally Yahnke (Education)

Updating UGE Council Membership List and Teams

New Members:

Bob Homolka (Tech & Aviation)
Sally Yahnke (Education)
Kaleen Knopp (Tech & Aviation)
Gretchen Esping (GTA)

- There will be a new member from Architecture to replace Susanne Siepl-Coates.
- Sally Yahnke will replace Steve Harbstreit from Education.
- Pat Pesci will represent Human Ecology for at least this Fall 2003 semester, but there may be someone to replace him in the spring semester.
- A yet unknown person from Arts and Sciences will replace Betsy Cauble.
- Gretchen Esping replaces Bari Arieli as GTA from the Center for the Advancement of Teaching and

Learning.

- Bob Homolka and Kaleen Knopp will replace Marlon Johnston and Kathy Brockway, respectively, all of whom are from the College of Technology & Aviation – KSU Salina.

New Teams for 2003-2004 (Tentative)

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, unknown, unknown

OLD BUSINESS:

BIOL 198 The results of the survey of BIOL 198 were reviewed at the May 2003 meeting and it was found that problems exist that need to be addressed. Two of the members of TEAM 2 (Greg, Pat, and possibly Jim Goddard) will meet with Department Head Brian Spooner to discuss the survey results of BIOL 198. At a later date, they would also like to include Associate Dean Jerry Reeke in their discussions. The Office of Assessment will survey BIOL 198 again in the spring of 2004.

CHEM 110 & CHEM 210 Reg and Marjorie, two members of TEAM 3, met with the Department Head of Chemistry Peter Sherwood, faculty member Yasmin Patell, and a graduate teaching assistant, all of whom have taught these courses in the past. The discussion produced positive outcomes. Reg and Marjorie moved and seconded that the UGE Council should approve these two courses with reservations. The motion was accepted by consensus. Marjorie and Reg will follow-up with these two courses in Spring 2004 to determine if the changes recommended have been implemented.

SPEECH 470 No one on the council was aware of the results of the electronic vote taken on this proposal in May. The suggestion was made to contact Linda Alexander and/or Bari Arieli in the event either of them is aware of the results.

HIST 577 No one on the council was aware of this proposal, and presumably, it was not presented to the council in May, which was the assumption of Dr. David Stone, the author of the proposal. Additional detective work is in order. Reg and Gretchen will continue to attempt to locate this proposal and to be in contact with Dr. David Stone.

ECON 682 Marjorie wants the council to be aware that the course they approved, ECON 682 – Economics of Underdeveloped Countries, has undergone a title change, although the content of the proposal remains the same. The Academic Affairs Committee of the Faculty Senate approved the proposal with the title changed to: ECON 682 – Development Economics. Marjorie moved that UGE accept the title change. The motion was seconded and passed by consensus.

ACCT 231 Reg requested any information on this course. The Comprehensive List remarks that the APR survey was conducted in Fall 2002 and the course was not approved after this evaluation. The instructor is Fred Smith and the course seems to have become inactive in 2001. What is the status of this

course today? Gretchen will try to track it down.

STATS 320 and STATS 330 (ON HOLD) Bronwyn reported on “good faith efforts” by the department to work with graduate teaching assistants to bring the teaching of these courses more in line with UGE requirements. The question is should these two courses go through a third survey with APR? This has never been done before. The consensus was that there need not be a complete survey done again by APR, but rather, a letter needs to be sent from the UGE Council to the primary instructor describing a “follow-up review” or “partial review” which will be conducted in Spring 2004 to determine if suggested interventions have been taken to address UGE concerns identified in the Fall of 2002.

NEW BUSINESS:

AAC Liaison:

- Marjorie has been appointed by the Academic Affairs Committee (ACC) of the Faculty Senate to be their liaison with UGE.
- She reported to UGE from AAC, that the Provost Coffman is creating two committees to help define UGE to the new Provost of K-State (July 2004). The first committee is called the steering committee whose functions will be to encourage faculty across campus to submit proposals for a new UGE program and to organize the proposals submitted for review. By April or May 2004, this committee will provide the new Provost with the collective UGE proposals. This steering committee will talk to current and past members of the council, as well as, requesting input from colleges, departments, and individual instructors about their interaction with UGE. The second will be a ‘Nuts & Bolts’ committee that will address immediate problems, issues, and concerns with the current UGE system. It is assumed that this committee will have contact with the UGE Council to clarify some of the issues that have arisen since the review process was implemented.

Assessment & Program Review Representative: (APR)

- Patricia handed out a list of the courses that will be surveyed by APR in the fall of 2003. This semester seventy-three courses will be surveyed. This list has been reduced based on the council’s decisions today regarding the Chemistry and Biology courses that were recently reviewed.
- BIOL 198 will be surveyed in Spring 2004, and CHEM 110 and CHEM 210 will once again be reviewed in Spring 2004 (not necessarily a full survey) by Patricia and TEAM 3 to determine if the changes recommended in Summer 2003 have been implemented and are effective.
- There have been a great number of Arts & Sciences courses that have come up for review in these last few semesters, because courses that were approved in the mid to late ‘90’s had not gone through the survey process.
- Gretchen and Patricia are working on a rotating year list of UGE courses to be surveyed so that it does not come unexpectedly to the faculty member, department heads, or college. Gretchen is preparing

another list of all UGE courses, along with all tentative process information, a list begun by Linda Alexander and Bari Arieli.

- Bronwyn suggested that each UGE Council member needs to build a more understanding and communicative relationship with his/her college UGE faculty members so that the survey does not come as a shock to them. Relationships need to be built during all proposal stages of the UGE process...before an evaluation, review, or survey is introduced.
- Patricia is often the first line of contact with the instructors, department heads, or college in regards to the UGE Course Survey. By consensus, it was agreed that Patricia would inform the faculty and department head of Biology via email, of the postponement of the second review until spring 2004, and of the future visit from council members.
- Patricia will send hard copies of the survey results of for BIOL 198, two members of TEAM 2, Pat and Greg, and to Jim Goddard so they may prepare their discussion with the faculty of those courses.
- Patricia reported that surveys of UGE courses will be administered, and analysis completed, by the end of October in order that UGE Council members can review the results before Thanksgiving.

NEW PROPOSALS: (2)

- IAR 730 Facility Management, submitted by the College of Architecture, the Department of Interior Architecture and Carolyn Thompson, was distributed in hard copy to UGE members that were in attendance. Those not physically present in Rm. 204 will receive a hard copy of IAR 730 in campus mail, Week 39, Sept. 22-28. Reg assigned review of this proposal to TEAM 1 (Bronwyn, Sheri, Jim and John).
- HIST 577 European International Relations Since 1815, submitted by the College of Arts and Science, the Department of History and David Stone, was to be presented at this meeting, but the proposal has gone missing, and there are hopes of it being discovered in the very near future in order to begin the process of proposal review in a timely fashion. TEAM 3 (Marjorie, Peter and Reg) has been assigned to review this proposal, (as per a phone conversation between Dr. Stone, Reg and Gretchen that transpired only minutes after the UGE meeting was adjourned).

Both new proposals will be posted on the UGE Website, <http://www.ksu.edu/catl/uge/> Click on the tab named "UGE Admin." <http://www.ksu.edu/catl/uge/task.htm>. Look at the bottom of the page and find "Current UGE Proposals" (password protected)[in red]. I sent the password and the ID to "everyone". There will also be an attachment at the proposal site so that the proposal can be printed off as well as read on the screen.

A final question was raised of finding a different time and/or day for the UGE Council to meet. Four UGE Council Members have conflicting classes and/or meetings on Thursday mornings at 8:00a.m. The question was tabled until the next meeting in order to give members time to respond to Gretchen by e-mail with suggestions for a more suitable time and day. (If you have already sent here an e-mail with this information there is no need to contact her again!)

For the present, the next meeting will once again be held at 8:00a.m. on Thursday, October 2nd in Rm. 204 of the Student Union.

The meeting was adjourned at 9:45a.m.

Respectfully Submitted by Gretchen Esping, GTA

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