

UNIVERSITY GENERAL EDUCATION TASK FORCE

MEETING MINUTES

21 September 2000

Jim Goddard, Jennifer Bay, John Dalida, Michael Dikeman, Kurt Gunnell, Sharon James McGee, Karen Pence, Kris Boone and Caleb Blanding were present at the September 21, 2000 meeting. Caleb Blanding took the minutes for the September 21, 2000, meeting.

TASK FORCE MEMBERSHIP

Members of the UGE Task Force introduced themselves. Members in attendance that were new to the Task Force were John Dalida and Jennifer Bay, both from the College of Education.

DISCUSSION OF MINUTES

There was a motion to approve the minutes, as written, from the September 7, 2000, meeting of the UGE Task Force. The motion was seconded. Motion carried.

PHASE II ASSESSMENT TEAM (P2) PROPOSAL

Several issues were discussed concerning the proposal for the Phase II Assessment Team (P2). Some changes have been made to the proposal since the September 7 Task Force meeting, including the addition of a reference to the Provost's Designate as overseeing the approved UGE course list and dates of approval to determine which courses should be reviewed, rather than the Office of Planning & Analysis.

There are some vague areas that need to be clarified in the proposal. First, the proposal references evaluation forms, survey forms, review forms and assessment forms in Priority I. A more consistent naming of forms needs to be used, and the differences between forms need to be clear. Also in Priority I, the seventh paragraph has an unclear statement about when the department head, faculty and student review process should begin. It will be changed to reflect that the process will begin during the next to the last semester before the anniversary date. The anniversary date will be the date five years from the original approval date.

The process for removing a course from the UGE list needs to be established before the proposal is finalized. If a course is determined as not meeting

the UGE requirements, a notification process will need to be established.

Rich Gallagher, chair of the Intercollege Coordination Panel (ICCP) had sent an email to Goddard, reflecting the ICCP's comments on the P2 proposal. Those comments refer to the items below.

Priority II deals with whether students and advisors know UGE requirements. Details on whom will be creating advisor surveys was unclear in the proposal. Someone will need to communicate with each college in order to develop questions to add to the survey topics outlined in the P2 proposal.

Priority III asks if there are enough approved courses available. The ICCP found the proposal to be unclear in how this task will be accomplished. The Task Force determined that a report would be needed from associate deans indicating the availability of lower- and upper-division courses. The first paragraph of Priority III, particularly the first sentence, will need to be reworded for clarity.

Priority IV is concerned with the effectiveness of the UGE program. The measures of effectiveness are not stated in the proposal, and possible measures may need to be developed.

Priority VI is, "Is the course approval process efficient and effective; and, is the committee structure efficient, effective, and a fair use of faculty time." The ICCP requested the deletion of "and a fair use of faculty time" to eliminate redundancy. This will be done, as well as removing the same phrase from the front page of the P2 proposal.

Dikeman and McGee will work together on rewriting the modified paragraphs mentioned above.

DISCUSSION OF AGCOM 400

The AGCOM 400 proposal, which was tabled at the May 4, 2000, Task Force meeting, was discussed. In the May meeting there were concerns about AGCOM 400 being a basic skills course and many felt that if ENGL 200, Expository Writing II, were a prerequisite for AGCOM 400, it would be easier to pass it as a UGE course. Boone indicated that they would be willing to make ENGL 200 a prerequisite for AGCOM 400 and distributed the attachment to the proposal that was reviewed at the May 4 meeting.

Another option in helping to get UGE approval for AGCOM 400 would be to give

students who had received an A or B in ENGL 100, Expository Writing I, the ability to waive ENGL 200 in order to take the course for UGE credit. The basic skills concern is that the focus in the course would be on honing imperative skills for technical writing, rather than giving students the necessary breadth and depth to their UGE experience. Boone indicated that honing basic skills is part of the course outline. However, in the proposal's attachment, the basic skills issue is addressed in the "General Education Policy Highlights Related to AGCOM 400" section.

This proposal will be reviewed by its original UGE Task Force subcommittee, led by Gary Coates. Boone will be available for any clarification or discussion about the proposal.

COURSE PROPOSAL--FIRST READING

HIST 511, Environmental History

Dikeman stated that the subcommittee reviewing HIST 511, led by Pat Pesci, felt that the course probably fits the UGE requirements, but after the first page of the proposal, it seems to decline in quality. A more thorough proposal would be needed before moving the proposal to a second reading. It was moved and seconded to table the proposal and for the subcommittee to communicate with the department in order to get a more thorough proposal. Motion carried.

COURSE PROPOSALS--SECOND READINGS

HIST 330, History of East Asian Civilization

Dikeman indicated that the HIST 330 proposal was well written and fits the goals of the UGE program. The only problem is that the course number is not clear. HIST 330, 300 and 200 are all used somewhere in the proposal, so an amendment will be needed once the actual course number is certain. It was moved and seconded to approve the proposal on its second reading with the amendment. Motion carried.

HIST 591, The Russian Empire

The experiential learning and connection to students' knowledge aspect of the HIST 591 proposal was weak. There was a motion to table the proposal until more information is obtained. The motion was seconded. Motion carried.

Goddard will communicate with the department in order to gain more

understanding about the connection of students' knowledge and what they're learning.

TASK FORCE ASSOCIATE CHAIR

An election for the Task Force Associate Chair position will need to take place in the near future. The Associate Chair will chair meetings in which the Chair is unable to attend. Task Force members will be thinking about whom should be elected to fill the Associate Chair position for discussion at the October meeting.

TASK FORCE GRADUATE ASSISTANT POSITION

Interviews will need to begin soon in order to fill Caleb's position, as he will be leaving in December. Vicki Clegg's office will be working with Goddard and Caleb in order to coordinate the interviewing process.

LIAISON FROM PHASE I PORTFOLIO COMMITTEE

A liaison from the Phase I Portfolio Committee (P1) needs to be appointed. McGee will notify John Slocumbe and Steve Benton, co-chairs of the P1 committee, that a liaison to the Task Force is needed.

The meeting was adjourned.

THE NEXT UGE TASK FORCE MEETING IS SCHEDULED FOR THURSDAY, OCTOBER 5, 2000, FROM 11:00 TO NOON IN ROOM 203 OF THE STUDENT UNION. THIS DATE AND TIME ARE SUBJECT TO CHANGE.