

UNIVERSITY GENERAL EDUCATION IMPLEMENTATION
TASK FORCE MEETING MINUTES

7 October 1999

Present at the October 7, 1999, meeting were Danny Averette, Jacque Gibbons, Sharon James McGee, Gerry Posler, Dan Deines, Judith Zivanovich, Gary Coates, Jim Goddard, Stephanie Rolley, Marjorie Hancock, David Royse, John Schlup and Caleb Blanding. It was moved and seconded to approve, as written, the minutes of the September 16, 1999, meeting. Motion carried. Caleb Blanding took the minutes for the October 7, 1999, meeting.

SECOND READING—GRMN 503

It was moved to approve GRMN 503, German Literature in Translation, for second reading. Gibbons stated that the proposal was consistent with French courses that had been approved as UGE courses. The motion was seconded and motion carried. The proposal will be sent to Faculty Senate Academic Affairs for their review.

FIRST READING—EDSEC 407

Coates felt that World Wide Web-Based Searching/Researching, EDSEC 407, was a well-organized proposal that did not seem to overlap with any existing UGE courses. Dikeman stated that he and Ahlvers were also supportive of the proposal, though it may need a little refinement. It was moved and seconded to advance the proposal to second reading. Motion carried. The proposal will be placed in library General Reserves for Task Force review.

Caleb will send an email asking Task Force members to respond to the entire Task Force with a yes/no vote on whether the EDSEC 407 proposal should be approved and sent to Faculty Senate Academic Affairs. A final decision must be made by October 22, 1999.

PHASE II ASSESSMENT TEAM

Gibbons stated that it will be important to have representation from each College at the Phase II Assessment Team meetings. This representation will be determined by the respective Colleges before the first Phase II Assessment Team meeting. Zivanovich raised the question of whether or not a liaison from Faculty Senate Academic Affairs would need to be present at the Phase II meetings. Gibbons felt that having one would be a definite strength, but Academic Affairs will ultimately need to decide.

REPORT FROM FACULTY SENATE ACADEMIC AFFAIRS

Zivanovich indicated that the chair of Faculty Senate Academic Affairs, John Selfridge, would like to have Royse or Gibbons at the next Faculty Senate Academic Affairs meeting, which will be October 19, 1999. Royse and Gibbons will discuss this to determine which one of them will attend.

The name "Portfolio Assessment" is one that many feel does not accurately indicate the responsibilities of the assessment team. Goddard will email Amy Gross about possibly having the name changed to something more appropriate.

TASK FORCE POLICIES AND PROCEDURES

Not all members of the Task Force received the University General Education Task Force Policies and Procedures handbook. Caleb will send a copy of these to Task Force members for review, comments and suggestions.

LETTER TO THE PROVOST

Royse distributed to the Task Force a draft letter to the Provost in response to George Keiser's email, which addressed inadequate room accommodations for UGE-approved courses. McGee stated that the overall quality of classrooms is something that should also be addressed in the letter. This will be added to the letter, and the draft will be emailed to the Task Force for any other suggestions. The deadline for any suggestions is October 22, 1999.

SCANNING OF PROPOSALS

Caleb spoke with Larry Robertson in the Technical Assistance Center in Hale Library about the possibility of scanning UGE course and program proposals so they may be emailed to the Task Force. He said there are scanners that are accessible to students and faculty on the third floor of Hale Library. Scanning and sending the proposals electronically will make it easier for everyone to view and collaborate on a proposal.

Alternatives for sending the proposals may also need to be considered, taking into account the size of the scanned documents and the ability of some documents to be read from email. Caleb will follow up with Schlup on the best way to handle this.

OTHER ITEMS

Rolley asked what would need to be done if a proposed UGE course had a series of course numbers. Gibbons stated that the entire course, if approved as a UGE course, would need a separate course number so it could be identified as a UGE credit course.

The final item was to ensure that members decide within their respective Colleges who will be attending the Phase II Assessment Team meeting on October 21, 1999, making sure each College has at least one representative there from the UGE Task Force.

THE PHASE II ASSESSMENT TEAM WILL MEET OCTOBER 21, 1999, FROM 11:00 A.M. TO NOON IN EAST STATE ROOM 3 OF THE STUDENT UNION.

THE NEXT MEETING OF THE ENTIRE UGE TASK FORCE WILL BE NOVEMBER 4, 1999, 11:00 A.M. TO NOON, IN ROOM 202 OF THE STUDENT UNION.