

UNIVERSITY GENERAL EDUCATION TASK FORCE  
MEETING MINUTES  
4 November 1999

Present at the November 4, 1999, meeting were Jacque Gibbons, Marjorie Hancock, Ann Warren, Sharon James McGee, Michael Dikeman, Judith Zivanovic, Vicki Clegg, Jim Goddard, Stephanie Rolley, Pat Pesci, Gary Coates, David Royse and Caleb Blanding. It was moved and seconded to approve, as written, the minutes of the October 7, 1999, UGE Task Force meeting. Motion carried. Caleb Blanding took the minutes for the November 4, 1999, meeting.

### COURSE PROPOSALS—FIRST READINGS

#### *DEN 275 PPD: Introduction to Personal and Professional Development*

Rolley stated that the DEN 275 course was an interactive UGE course, and the proposal followed the template well. However, a few details were neglected that need to be included in order for the proposal to be passed to a second reading. This proposal will be held until next month's meeting of the UGE Task Force.

#### *CHE 650 Hazardous Waste Engineering Seminar*

Pesci felt that there were not any major problems with the proposal. It was noted that an important factor in deciding about passing the proposal is to determine if students who are not engaged in the technical aspects of chemical engineering would be interested in taking this course for UGE credit. There are already students from other colleges taking the course, so this distribution does not seem to be a problem. The prerequisite is an introductory chemistry course, so that is not a concern either. The proposal was recommended for a second reading and seconded. Motion carried.

#### *GRMN 121/122 German I and German II*

The proposal for GRMN 121/122 met the general education plan well. Rolley communicated with Dr. Arnds about getting a statement of commitment to teaching the course in a manner that adheres to the university general education plan. Dr. Arnds e-mailed her back and submitted the information. A copy of the e-mail will be attached to the proposal in the Task Force's permanent files. It was motioned and seconded to pass the proposal for a second reading. Motion carried.

#### *ENGL 231 Humanities: Medieval and Renaissance*

Warren indicated that ENGL 231 is a very interactive, inter-disciplinary course with strong active learning and technology components. It was recommended and seconded to be passed for a second reading. Motion carried.

#### *ENGL 355 Literature for Children*

This course is one that includes a great deal of active learning. Posler commented on how the project team journals in the course are a good way to get students involved. The Task Force motioned and seconded approval of the proposal for a second reading. Motion carried.

### *ENGL 545 Literature for Adolescents*

There is a strong active learning component in this course. The proposal generally meets the template well. However, it lacks an instructor statement of commitment to the principles of general education, and several details of the course methodology need to be more extensively explained. Royse will meet with Naomi Wood to discuss the subcommittee's assessment. This proposal will be held until the next meeting of the Task Force.

### UPPER-DIVISION (300-LEVEL) COURSES

Dr. Clegg, Provost's Designate, attended the November 4 meeting. She is available to Task Force members for any help concerning the UGE process. She stated that there are currently not enough 300-level courses that have been approved for UGE credit, and the individual colleges need to be more proactive in getting some of these upper division courses approved. The Intercollege Coordination Panel and Dean's Council are working on possible solutions for this. Though getting these courses proposed is not a responsibility of the Task Force, any help in encouraging the submittal of upper-division courses for UGE credit would be helpful.

### EDSEC 407 EMAIL VOTE

The email vote for EDSEC 407, World Wide Web-Based Searching/Researching, indicated approval from the entire Task Force for its second reading. There is still a possibility that the course's name will be changed. Once this issue is resolved, the proposal will be sent to Faculty Senate Academic Affairs.

### AGEC 420 COMMODITY FUTURES

The proposed modification for AGEC 420, Commodity Futures, was discussed. The amended proposal will be placed in the Task Force's permanent files.

### COLLEGE OF ARTS & SCIENCE PROGRAM CHANGE

Gibbons distributed a document indicating the changes made to the College of Arts & Sciences Program proposal. The College will hold a faculty meeting to discuss adding another statement to the proposal. Gibbons recommended to not approve the current changes at the present time.

Instead, he recommended waiting until after the Arts & Sciences faculty meeting to review the proposal. The proposal will be held until next month's meeting of the Task Force.

## REPORT FROM PHASE II ASSESSMENT TEAM (P2)

The first meeting of the Phase II Assessment Team was a very productive one. Some history and background issues were discussed, and more similar questions will be dealt with at the next P2 meeting. The long-term objective of the committee is to get a plan for Phase II assessment drafted by the Spring of 2000. The next meeting of P2 is November 18, 1999.

## REPORT FROM FACULTY SENATE ACADEMIC AFFAIRS LIAISON

Zivanovic stated that the Faculty Senate Academic Affairs Committee has also been discussing the assessment process. The next meeting of the Phase I Committee, chaired by John Selfridge, will be November 12, 1999.

## LETTER TO THE PROVOST

Royse reported that he had sent a letter to Provost Coffman as requested by the Task Force. The letter presented the Task Force's response to George Keiser's email addressing inadequate room accommodations for UGE-approved courses. The letter was sent October 29, and there has been no reply as of yet from the Provost's office.

## SCANNING OF PROPOSALS

Caleb has been working with Dan Spears to put proposals on the UGE website. This would allow Task Force members to read proposals off the Internet, rather than reading them from the UGE Task Force folder in Hale Library Reserves. When visiting the UGE Task Force web page (<http://ww.ksu.edu/catl/uge/task.htm>), Task Force members will be able to click on a "Current UGE Proposals" link at the bottom of the page.

The "Current UGE Proposals" link takes the user to a Task Force members login page. Once the username and password are entered, a list of proposals is displayed. Proposals may be downloaded in either Microsoft Word format or PDF format. Sometimes entire proposals will not be scanned due to the difficulty in reading scanned pages with things like text-boxes and pictures. The proposals that were passed for second reading in today's meeting will be on the website within the next two weeks. Caleb will notify the Task Force when the website is ready.

## OTHER ITEMS

The College of Business currently has one member on the Task Force. There will be a curriculum meeting in the College this week to discuss Task Force representation.

Warren stated that the UGE Porfolio Assessment Committee (Phase I) has been formed.

**THE NEXT MEETING OF THE UGE TASK FORCE WILL BE DECEMBER 2, 1999, FROM 11:00 TO NOON IN ROOM 202 OF THE STUDENT UNION.**

October 29, 1999

James R. Coffman, Provost  
106 Anderson Hall  
Kansas State University

Dear Provost Coffman,

On behalf of the University General Education Task Force, I am writing in response to Professor George Keiser's letter of August 25, 1999, in which he addressed the inadequate room accommodations being assigned to UGE-approved courses. Although he specifically referred to Seaton Hall, it is our understanding there are other facilities on campus that are lacking as well.

The Task Force believes that those responsible for assigning classroom space need to be sensitive to the active-learning component required by Faculty Senate for UGE courses. In order for this requirement to be adequately fulfilled, classrooms must be of reasonable size to ensure student movement, and have movable seating. Additionally, the campus location of the room assignments and overall quality of the classroom facilities should support the use of media and technology commonly utilized by faculty.

As UGE-approved courses, along with basic skills courses, now form the core of the undergraduate experience, we recommend that priority be given to them when assigning classrooms. This would be a major step toward ensuring the quality expected from the UGE Program.

Sincerely,

David M. Royse, Chair  
UGE Task Force

CC George Keiser