

UNIVERSITY GENERAL EDUCATION TASK FORCE  
MEETING MINUTES  
2 December 1999

Present at the December 2, 1999, meeting were David Royse, Judith Zivanovic, Michael Dikeman, Marjorie Hancock, Ann Warren, Jim Goddard, Sharon James McGee, Phil Trocchia, Pat Pesci, Jacque Gibbons, Gerry Posler, Stephanie Rolley, Gary Coates and Caleb Blanding. It was motioned and seconded to approve, as written, the minutes of the November 4, 1999, meeting of the Task Force. Motion carried. Caleb Blanding took the minutes for the December 2, 1999, meeting.

## INTRODUCTION OF TASK FORCE MEMBERS

Phil Trocchia has been appointed as the course and curriculum representative on the Task Force from the College of Business. Members of the Task Force introduced themselves, their colleges and whether they are course and curriculum representatives or members-at-large.

## COURSE PROPOSALS—FIRST READINGS

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

(continued from 11/4/99 Task Force meeting)

Goddard received clarification about a concern with the course syllabus, which had stated that a student taking the course must have sophomore standing in the College of Engineering or have instructor permission to be admitted. This was an error and will be changed. Goddard motioned to approve the course for a second reading. The motion was seconded. Motion carried.

### *ENGL 545 Literature for Adolescents*

(continued from 11/4/99 Task Force meeting)

Dikeman felt that the revised ENGL 545 proposal was much stronger and met the criteria for approval. It was motioned and seconded to approve the course for a second reading. Motion carried.

### *GENAG 450 Leadership in Ethics in Agriculture*

It was noted that this proposal was in order, except that it did not include a specific statement of commitment to the general education plan. Concerns were raised as to whether or not this course would be for all students, or only those from the College of Agriculture. Royse will contact Jackie McClaskey for further clarification. He will send an email to the Task Force about McClaskey's response. It was motioned and seconded to approve the course on its first reading. Motion carried.

*HIST 554 History of the South*

Hancock stated that the proposal was well written, and the course has a strong active learning component. There is also a strong commitment to general education in the proposal. It was motioned and seconded to approve the course for a second reading. Motion carried.

*HIST 556 Bill of Rights in American History*

Members of the team to review HIST 556 did not receive the entire proposal, so Caleb will send them copies of the entire proposal before the next Task Force meeting. The course will have its first reading at the February 3, 2000, meeting.

**SECOND READINGS (Results of email votes)**

The four proposals that follow were approved by the Task Force via email votes:

CHE 650	Hazardous Waste Engineering Seminar
GRMN 121/122	German I and II
ENGL 231	Humanities: Medieval and Renaissance
ENGL 355	Literature for Children

The proposals will be forwarded to Faculty Senate Academic Affairs for their review. A question was raised about the number of voters needed to pass a course through an email vote. The majority of those who vote, rather than the majority of all members of the Task Force, is needed to pass a course.

Votes for approval of second readings will have deadlines of the third Thursday in each month (two weeks after they are approved on first readings).

**UPDATE ON EDSEC 407 PROPOSAL**

There will be a different title for EDSEC 407, which was passed on an email vote before the November 4 meeting of the Task Force. Its current title is World Wide Web-Based Searching/Researching. Once Rosemary Talab sends a revised cover sheet with the new title to the Task Force, the proposal will be ready to be forwarded to Faculty Senate Academic Affairs.

**REPORT FROM FACULTY SENATE ACADEMIC AFFAIRS**

At their last meeting, Faculty Senate Academic Affairs discussed the GRMN 503, German Literature in Translation, proposal. They agreed with the UGE Task Force assessment that it was a good general education course.

## REPORT FROM PHASE I ASSESSMENT TEAM

Hancock stated that Phase I met November 12, 1999. John Selfridge called the meeting to order and made clear the committee's charge. Though it is called the Portfolio Assessment Committee, they will do more than just a portfolio assessment. The title is used because the pilot phase of the assessment process looking at student outcomes will be a portfolio assessment. The next meeting of Phase I will be December 16, 1999.

John Slocombe and Steve Benton were named co-chairs of the Phase I Assessment Team. Copies of a memorandum from the Portfolio Assessment Committee co-chairs to colleges' associate deans were distributed to Task Force members. The memorandum describes the need for eight faculty members to assess students' writing samples during the summer of 2000. It also includes the objectives of the assessment, characteristics of the faculty that will be hired, their stipends and number of hours they will be expected to work.

## REPORT FROM PHASE II ASSESSMENT TEAM (P2)

The Phase II Assessment Team met November 18, 1999. The minutes from this meeting, which have been distributed to Task Force members, are very descriptive and include many of the ideas that have been generated regarding the charge and tasks of this assessment team. The Phase II committee, as well as other committees and people concerned with UGE, have been encouraged to email any ideas for the charge and tasks of P2 to the rest of the committee before its next meeting. They want to consider all possibilities, so all suggestions are welcome. P2 meetings are held on the third Thursday of every month from 11:00 to noon. The next P2 meeting will be December 16, 1999 in room 202 of the Union.

## COLLEGE OF ARTS & SCIENCES PROGRAM CHANGE

The College of Arts and Sciences has approved the program proposal change that was discussed at the November 4 Task Force meeting. The white sheets dated November 4, 1999 describe the changes in the proposal, which include interdisciplinary major requirements for transfers and some language changes. Gibbons recommended approving the proposal for a second reading. The motion was seconded. Motion carried.

## RESPONSE FROM PROVOST

Royse distributed a letter to the Task Force that he received from Provost Coffman. The letter was in response to Royse's letter, which stated concerns regarding the assignment of classrooms and appropriate accommodations to support UGE goals. George Keiser was also sent a copy of

the letter, and he still has some concerns about the room accommodations issue.

## POLICIES AND PROCEDURES HANDBOOK

Some suggestions were made to update the policies and procedures outlined for the UGE Task Force. A description of the duties for all those involved with UGE should be included in the handbook. This includes the Provost, Provost's Designate, ICCP and the Task Force.

A deadline for submitting course proposals if they are to be UGE courses the following semester should be included so those submitting the proposals are aware of the time table for getting a course passed through all committees. Basically this means that the process of submitting a UGE course proposal should begin about a semester ahead of when it is planned to be taught as a UGE course, and those submitting proposals should be aware of this. This information can be included in the handbook so Task Force members may share it with others in their colleges.

The procedure for proposal readings should also be included in the handbook. First readings are held on the first Thursday meeting of each month. The deadline for the email vote on the second readings (the proposals will be available on the Internet for a second reading), will be the third Thursday of each month. If it is determined that this is not as effective as alternatives, the Task Force could still vote to meet twice a month.

The handbook should include the date of the most recent revision, so if it is continuously revised, new handbooks can easily be distinguished from old ones. Other suggestions for uses of the handbook are sending a copy to Faculty Senate Academic Affairs so they are aware of Task Force practice and putting it on the Task Force's website.

## GRADUATE ASSISTANT FOR 2000-2001

Interviewing will begin in early spring for the UGE Task Force's graduate assistantship position for the 2000-01 academic year. Caleb will be helping Royse in the interviewing process.

## APPOINTMENT OF TASK FORCE CHAIR

In previous years, the UGE Task Force Chair was elected at the first meeting of each academic year. Royse suggested an election in early spring for Chair-elect in order to give more time for that person to prepare and become comfortable with the position. Task Force members will be thinking of whom to elect before the February 3, 2000, meeting of the Task Force.

## OTHER ITEMS

Stan Elsea, Chair of the Inter-College Coordinating Panel, has forwarded the proposed transfer credit policy to Faculty Senate Academic Affairs for their review.

ENGL 230, a course that was going to be proposed according to the white sheets of the College of Arts & Sciences, has still not been submitted to the Task Force for approval.

Rolley stated that this would be her last meeting with the Task Force. She will be replaced by Robert Arens from the College of Architecture.

The meeting was adjourned.

**THE NEXT MEETING OF THE UGE TASK FORCE WILL BE THURSDAY, FEBRUARY 3, 2000 FROM 11:00 TO NOON IN ROOM 202 OF THE UNION.**

**THE PHASE II ASSESSMENT TEAM WILL MEET THURSDAY, DECEMBER 16, 1999 FROM 11:00 TO NOON IN ROOM 202 OF THE UNION.**