**WIU Council on General Education**

**Meeting Minutes**

**November 14, 2013**

**Fall 2013 CGE Members**

Yin-Chi Liao Department of Management and Marketing (At-Large)

Marjorie Allison Dept. of English and Journalism (Humanities/Fine Arts)

Irina Andreeva Dept. of Mathematics (Math/Natural Science)

Cheryl Bailey Dept. of Communication (Communication Skills)

Rumen Dimitrov Dept. of Mathematics (Math/Natural Science)

Magdelyn Helwig Dept. of English & Journalism (Communication Skills)

Keith Holz Dept. of Art (Humanities/Fine Arts)

Ben Lampere Student Government Association (Social Science)

Russ Morgan College of Arts and Sciences (Ex-officio, Dean's Council Representative)

Nancy Parsons Office of the Provost (Ex-officio, Provost's Representative)

Tom Sadler Dept. of Economics and Decision Sciences (Social Science)

Diane Sandage Dept. of Sociology & Anthropology (Social Science)

Joanne Sellen Dept. of Educational & Interdisciplinary Studies (At-Large)

Keva Steadman Dept. of Economics and Decision Sciences (Social Science)

Oswald Warner Dept. of Sociology & Anthropology (Multicultural)

Michelle Yager Advising Center (Ex-officio, COAA Representative)

Dean Zoerink Dept. of Recreation, Parks, and Tourism Administration (Human Well Being)

**Elected Members Present:** Diane Sandage (CGE Chair, Soc & Anthro), Magdelyn Helwig (CGE Vice-Chair, English & Journalism), Joanne Sellen (CGE Secretary, EIS), Marjorie Allison (English & Journalism), Irina Andreeva (Math), Ben Lampere (SGA), Tom Sadler (Economics & Decision Sciences), Keith Holz (Art), Ben Lampere (SGA), Oswald Warner (Soc & Anthro), Cheryl Bailey (Communication)

***Ex-officio* Members Present:** Nancy Parsons (Provost’s Office), Russ Morgan (Dean’s Council), Michelle Yager (COAA)

**Elected Member Excused/Absent:** Keva Steadman (Social Science), Yin-Chi Liao (Management and Marketing), Dean Zoerink (Recreation, Parks, and Tourism Administration), Rumen Dimitrov (Math)

***officio* Member Excused/Absent:** N/A

**Guests Present:** N/A

**CGE Chair Diane Sandage called the meeting to order at 3:37p.m. in Horrabin 60 on the Macomb campus.**

**MINUTES, INTRODUCTIONS, AND REPORTS**

Minutes from the last meeting on October 31, 2013 were approved with no changes.

**Additions to the Agenda:** Approval of the May 2, 2013 minutes was added to the agenda. The minutes were approved with the correction of FIN 101 3 credit hours to be changed to 2 credit hours on page 3.

**Announcements:** Diane Sandage distributed the meeting dates for CGE for spring semester. She also announced the need to choose the chair for next year at the Dec. 5th meeting since the chair position requires an adjustment in ACE load.

**REPORTS:**

* 1. Office of the Provost – Dr. Nancy Parsons, Associate Provost

Dr. Parsons noted that we will discuss the revised impact form under old business. She added that we would discuss assessment when Lori Baker-Sperry is able to join us at the Jan. 30th meeting.

* 1. CAS – Dr. Russ Morgan – No report.
  2. University Advising – No report.
  3. Faculty Senate/Articulation Requests – Diane Sandage noted that there are no new articulation requests.

**OLD BUSINESS**

a. b. Dr. Parsons shared the revised draft of the General Education Assessment of Student Learning Impact Form. Magdelyn Helwig asked if a form had to be submitted for each learning outcome. Dr. Parsons stated that one form could be submitted to address each goal. She also noted that the document could be expanded into an Excel sheet for numerical data and that there could be one report each year instead of two. Some discussion centered on how often departments would make changes to their course or programs. Dr. Parsons noted that the purpose of these reports is to ensure that departments reflect on the data results of their assessments and in doing so, they maintain a repository of information on which to base future decisions about curriculum and instruction. Discussion of this revised draft included the following changes:

1. The removal of “(one for each learning outcome)” and adding an “s” to Learning Outcomes Statement.

2. 1a will read: *What adjustments have been made to improve student learning as a result of the departmental evaluation of assessment data this year?* Direct *measure* was changed to direct *measures*.

The second sentence in 1b will read: *Reviewing general education results from the* ***past 3-5 years****, what has been done to improve student learning based upon general education assessment results in your department?* The second question was considered to be redundant and was deleted. A period was added to #2. It was suggested that since Part b is intended to be a longitudinal review, the words “past 3-5 years” be boldfaced or underlined.

Dr. Parsons agreed to distribute a clean copy with the suggested edits for CGE to vote on at the next meeting on Dec. 5th. There was some discussion about the benefits of assessments as embedded assignments within a course rather than conducted outside of a course as ungraded or extra credit. The latter does not generate high response rates. Magdelyn Helwig asked if Department Assessment Plans can be scanned electronically for the CGE to access. Dr. Parsons agreed to look into it. In general, it was agreed that there is more to discuss in regard to assessment. Old Business item b was tabled until the Jan. 30th meeting with Lori Baker-Sperry.

The revised “Request for Significant Changes in General Education Course Assessment Plan” form was approved.

**NEW BUSINESS—**

1. Results of the Writing Committee Survey of General Education-- Magdelyn Helwig discussed the top three needs identified by the 27 respondents to the survey --critical thinking skills, writing processes, and knowledge of conventions. The writing faculty will meet next week to discuss the results and to make suggestions for ways to address the perceived needs of the General Education faculty.

**Motion:** Ben Lampere motioned to adjourn. The motion was seconded. The meeting adjourned at 4:45.

CGE will next convene at 3:30PM on Thursday, December 5th in Horrabin 60.

Respectfully submitted,

Dr. Joanne Sellen, CGE Secretary