

## Meeting Notes

Item	Description
Name/Title	General Education Review Committee
Date	September 17, 2014
Time	11:00-noon
Location	111 Welch
Members Attending	Zenia Bahorski, Doug Baker, Chris Foreman (co-chair), Christopher Gardiner, John Koolage (co-chair), Konnie Kustron, Peggy Liggitt, Gerald Newberry
Absent	Mary Rearick (excused), Bob Winning (excused). COB representative – position vacant.
Guest	Judith Kullberg – Faculty Senate, Academic Issues, Chair

### **Instructor Questionnaire:**

Last semester the committee agreed that the College of Arts & Sciences program review document would be used as a model for General Education program review. While this model calls for faculty input, the nature of the General Education program necessitates a different means of collecting this input; hence, the questionnaire.

**Motion:** Moved by Zenia Bahorski and seconded by Gerald Newberry that we move forward with the content of this instructor questionnaire and send it out to full-time faculty, full-time lecturers, and part-time lecturers. **Motion carried.**

It was agreed that:

- IRIM be asked to track instructor type (full-time faculty, full-time lecturers, and part-time lecturers) and college of those who respond.
- At the end of the survey, the following questions be included.
  - How often have you taught General Education courses: regularly, seldom, never.
  - On a scale of 1-5 rate: your general knowledge of General Education basically; your knowledge of the rationale for its existence; your knowledge of the categories and of the courses students are required to take.
- The opening statement be in quotation marks and attributed to the Board approved General Education Program document.
- If additional feedback is needed by the committee (such as from Teaching Assistants teaching ENG 121 and CMTA 124) it will be sought later. This questionnaire will be kept for university classified instructors.

The questionnaire will be revised and sent to John Koolage who will disseminate it to the committee together with a draft of the email message to be sent to instructors with the survey link. This draft will include the rationale for the questionnaire. Committee members will review and provide feedback electronically (using “reply all”). If there are serious/numerous objections, it will be held over to the next meeting.

### **Subcommittees:**

The attached document listing suggested subcommittees was distributed. While there was some discussion of the nature and distribution of the work of the subcommittees (e.g. separating out criterion 3 and 4), it was decided to table further discussion until the next meeting. Committee members were asked to review the subcommittee and program review documents in preparation for this meeting. A Word version of the program review document will be distributed.

### **Attachments:**

General Education Review Committee Program Review Model