**WIU Council on General Education**

**Meeting Minutes**

**3 October 2013**

**Fall 2013 CGE Membership**

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)

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), Joanne Sellen (CGE Secretary, EIS), Irina Andreeva (Math), Magdelyn Helwig (CGE Vice-Chair, English and Journalism), Dean Zoerink (RPTA), Cheryl Bailey (Communication), Oswald Warner (Soc & Anthro), Ben Lampere (SGA), Marjorie Allison (English & Journalism), Keith Holz (Art)

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

**Elected Member Excused/Absent:** Keva Steadman (Social Science)

***Ex-officio* Member Excused/Absent:**

**Guests: Lori Baker-Sperry**

**MINUTES, INTRODUCTIONS, AND REPORTS**

**Call to Order:** CGE Chair Diane Sandage called the meeting to order at 3:36 p.m. in Horrabin 60 on the Macomb campus.

**Introductions:** Attendees introduced themselves.

**Minutes: The minutes from the meeting on September 19th were approved with a note to be consistent in the order of CGE Officers followed by Department name and in the use of Department names to identify individual CGE members in the “Elected Members Present” section.**

**Additions to the Agenda:** No additions. Today’s agenda was approved. There were no abstentions.

**Announcements**: There were no announcements.

**REPORTS:**

* 1. Office of the Provost - Nancy Parsons - No report
	2. CAS - Russ Morgan - No report
	3. University Advising - Michelle Yager announced that she had extra Gen Ed books for those who still needed them. Irine Andreeva asked to whom the drafts are sent since one Math course listed has not been offered in years. *Michelle Yager explained the handbook draft is sent to all the academic departments to make corrections, deletions and additions. The UAASC compiles the updated information into the Gen Ed Handbook.*
	4. Faculty Senate/Articulation Requests - Diane Sandage announced that two articulation requests are in process, one of which was sent to Irina Andreeva and Rumen Dimitrov. They had some questions regarding articulation, which led to a short discussion about the fact that the courses do not need to be exact matches to our own courses, but they have to meet the rigor and requirements of General Ed at WIU.

**OLD BUSINESS**

1. General Education Impact & Revisions to Feedback Form - To be addressed in the discussion after Lori Baker-Sperry’s presentation.
2. EASC Follow-Up - To be addressed in the discussion after Lori Baker-Sperry’s presentation.
3. General Education Feedback Loop & Revisions to Feedback Form - It was agreed that this discussion would be conducted after Lori Baker-Sperry’s presentation.
4. General Education Assessment - Nancy Parsons distributed a new General Education Feedback form with the title changed from “feedback” to “impact”. This reflects the fourth step in the assessment plan: outcomes, measures, results, feedback/impact. This will be used instead of the previous form. Magdelyn Helwig suggested the two forms (the Assessment Plan Form and the General Education Assessment Impact Form) be integrated to make the content more meaningful. Keith Holz asked about the word “impact” and whether the Provost’s Office will provide any follow up to the departments. Nancy Parsons said that these data had not yet been reviewed. Lori Baker-Sperry explained that when the HLC reviewed the WIU General Education Program they saw a good model-direct measures and results, but the fourth step, “impact” was weak. She noted that the analysis must happen at the level of the department. Nancy Parsons added that the Provost’s Office has put into place a policy that those departments that have not submitted General Ed Assessment data will not be allowed to put forth curriculum. She also pointed out that the impact forms were sent directly to department chairs. Marjorie Allison asked if this could be an opportunity to ask about the goals. Magdelyn Helwig pointed out that department’s own specific outcomes should be connected to Gen Ed goals. She reiterated that if the assessment data from previous years can be reported with the impact statement, the impact statement would be more meaningful. Nancy Parsons explained that in Fall 2013, they are receiving data from the previous Spring and Summer. She asked if this data should be sent each term or whether Spring and Summer should be split, or if data should be submitted yearly. Diane Sandage explained that the way the data are compiled is not meaningful for individual instructors, nor is the report detailed enough. Therefore, the process serves as a frustration. Magdelyn Helwig added that the data are not taken seriously by departments and suggested that feedback from the Provost’s Office would lend the process more gravitas. Nancy Parsons suggested a subcommittee of CGE to review the impact reports. Diane Sandage asked if every department has an assessment committee. Nancy Parsons said that the report might be submitted by an individual or a group within the department. Magdelyn Helwig stated that once a year for the impact statement is sufficient if all Fall, Spring, and Summer data are included. Keith Holz noted that as a faculty member the data are not very useful since they come back to the department as an abstract calculation. Nancy Parsons said that the data become a department submission and changes made in the department would be reflected on the impact form. Diane Sandage noted that the data collection and analysis in small departments is more manageable. Marjorie Allison brought up the fact that in the past there was a designated time (Assessment Day) when there were no classes held for departments to work on assessment. Magdelyn Helwig noted that it was similar when faculty met to grade the former writing exam. Lori Baker-Sperry stressed that Gen Ed must be assessed. She explained that there are other models out there such as a standardized exam. The exam would be very expensive; thus, the model we have, which embeds assessment at the department level, is most feasible. Nancy Parsons agreed that all departments are required to assess. She explained that the Provost’s Office does not mandate how it is done, but is required to collect the data. Magdelyn Helwig pointed out that with assessment measures varying among sections, the data does not always correlate. Lori Baker-Sperry agreed that data analyzed at the grassroots level is more meaningful. Nancy Parsons asked about the role of the CGE and whether there should be a subcommittee that reviews the reports. Joanne Sellen suggested that recommendations for changes/impact should come from department chairs. Marjorie Allison reiterated that reporting numbers is problematic for English courses, as opposed to Math courses. Keith Holz suggested that we continue to discuss this further and not make any final decisions on the form yet. All members agreed to continue this discussion at the next meeting.

Lori Baker-Sperry discussed the reformation of SLAC with members representing the four colleges. Rumen Dimitrov asked for more information about the option of a standardized test. Lori Baker-Sperry explained that besides the expense, it would be difficult to purchase a test that addresses all six Gen Ed goals. She also noted that the General Education plan is on the university website. Nancy Parsons agreed to send a copy of the plan and the former Feedback Loop Form to the council members.

**NEW BUSINESS—No new business.**

**Motion:**

Cheryl Bailey moved to adjourn, and Majorie Allison seconded the motion. All approved, and there were no abstentions. The meeting was adjourned at 4:50.

**Next Meeting: Thursday, October 17th @ 3:30,** Horrabin 60

Respectfully submitted,

Dr. Joanne Sellen, CGE Secretary