

**Council on General Education**  
**September 10, 2009**  
**3:30 p.m. Algonquin Room, University Union**

**Minutes**

**Present**

Diana Allen, Steve Bennett, Amy Brock, David Casagrande. Sean Cordes, Judi Dallinger (ex officio), David Haugen, Doug Huff, Candace Mclaughlin (ex officio), John Miller, Diane Sandage, Jim Schmidt (ex officio), Cynthia Struthers, Dennis DeVolder (guest), Ginny Boynten (Guest), Patty Mason (Guest)

**Introductions**

Introductions for returning and new members were made around the table.

**Approval of minutes from last meeting**

The minutes from the May 2009 meeting were tentatively approved.

**Meeting Dates**

The CGE meeting dates for the 2009-10 academic year are posted at [www.wiu.edu/gened/about.php](http://www.wiu.edu/gened/about.php). All meetings will be in the Algonquin Room.

**2008-09 Annual Report**

Phyllis Rippey presented the CGE Annual Report to Faculty Senate on September 1. The report was well received.

**Secretary for 2009-10 CGE meetings**

Sean Cordes volunteered and accepted the responsibility for minute taking in the 2009-2010 school year.

**General Education Credit for Transfer Courses**

Ginny Boynten addressed the Council regarding clarification about the designation of elective courses meeting the Gen Ed requirements. Patty Mason, Transfer Articulation Supervisor from admissions noted that a number of forms with elective classes came from other schools where these electives were designated as Gen Ed courses. The Council reviewed a sample form. It was determined and agreed that courses with direct equivalency would be treated as meeting Gen Ed requirements for our purposes. It was also decided that the department chair will determine if an elective course meets this requirement and if clarification is need the council will consult with the chair to reach an understanding about individual cases where clarification is needed.

Professor Boynton suggested that a line be included on the form to forward the form to Annette, so that in these cases where a class may meet Gen Ed requirements but the chair is uncertain, the Council may review the individual course. Judi asked if the IAI had committees to review these types of issues and Patty Mason responded that they did.

### **Message from Faculty Senate**

Faculty Senate President Dennis DeVolder brought a message to the Council about our work over the previous months. The Senate has been pleased with our work and had no additional requests pending for us at this time.

### **Archiving on the Faculty Senate Web Site**

Discussion continued from last year on a plan to create a depository for council documents. A sub committee was formed last year to initiate this project with the coordination of Annette Hamm and the university library archivist Heather Richmond. Part of the discussion centered on the need for resources related to digitization and maintenance of materials. Last year the idea of hiring a Grad Assistant to perform this work was considered. Through continued discussion the Council came to determine that the workload for this task would be substantial at the outset in order to digitize and post the backlog of materials, but that once this was accomplished, not as much labor would be required, so a long term half time grad assistant position would likely not be required. Sean replaced Bill Thompson on the sub-committee due to Bill's departure joining Amy Brock and David Casagrande. Sean relayed the libraries have purchased a server and he will work with the libraries and the subcommittee to determine a plan for securing server storage space, identifying a platform for archiving and posting the materials that is flexible and secure, arranging for digitizing the backlog of materials, and identifying labor resources and a workflow process that can be coordinated with Annette to archive and maintain future materials. It is felt that this project will allow the Council to be more flexible and dynamic in its actions because members will be able to draw upon documents reflecting past actions at the point of need without having to rely on historical memory. It will also provide transparency of some documents so that the senate and other bodies may refer to them in their deliberations.

### **Ongoing General Education Assessment**

Judi Dallinger brought forward a memorandum for review regarding reporting on the Assessment of Student Learning in General Education. There was discussion on whether the Council would request reporting each semester or one semester a year. Because of the sporadic reporting by some departments last year, it was felt that this year reporting should be done in the fall and spring to encourage people to adopt the process. After this year reporting will be requested once a year in the fall, with the report available in the spring. An adjustment to the form was suggested to include a line in paragraph one that clarifies that the reporting shall include coverage of the assigned goals for each section of every Gen Ed course. Additional discussion resulted in the striking of the line "Include copies of the measurement techniques." Additionally David suggested we insert a line to advise departments to contact the Council if they wished to change their assessment plan. This idea was accepted by the Council. Finally, a suggestion was made to clarify paragraph 2 wording to include the idea that the reporting should only be done for Gen

Ed classes, i.e., “data collected for every section of every *Gen Ed* class.” This idea was also agreed upon.

**Other**

Sean remarked that the IBHE has a section in their guidelines that all Gen Ed classes must contain a library component. While it is understood that most courses contain a form of library related work (paper writing, research), Sean will bring this document forward to the Council at a later date to ensure that the library is not remiss in providing instructional services towards this end.

John Miller alerted the Council to the fact that the IAI feels that the Comm 241 course is not in accordance with Gen Ed requirements because of issues with the way the public speaking portion of the class is conducted in the online version of the course. John gave a comparison of the difference between the public speaking activities in the 2 versions of the course. He alerted the council to the fact that a spin off of the course title comm. 242 may be required to address this issue.

**Next Meeting: 3:30 p.m., Thursday, September 24, 2009, Algonquin Room**