CIE meeting minutes 3/29/13  
  
Present: Davison Bideshi, Emma Mbekeani, Samit Chakravorti, Emily Gorlewski, Richard Hughey, Michael Stryker, Rita Kaul, Linda Zellmer  
  
Guest: Jim West and Hoyet Hemphill, Instructional Design & Technology to discuss IDT 390, for which they had submitted a draft proposal  
  
1. Minutes from the last meeting will be approved by e-mail  
  
2. Michael, Rita, and Heather will be rotating off the committee. April 9 the new committee members will be announced. Also we will need a new chair. This can be done by volunteering, or they will be appointed. Michael would like to see someone who is in his or her first year on the committee volunteer to be chair. It may be the case that a new member has been on the committee before, and in that case they might be able to serve as chair.  
  
3. IDT 390 - discussion   
SW 380 is listed under item B erroneously; they were working off an existing document so this will be deleted.  
  
Samit says it is good how each goal is covered, but it is not specific enough. For example, "review global and workplace trends" should be more specific. What region of the world? What is a workplace trend? Hoyet says India, China, Indonesia, UK; they can come up with this. Samit suggests doing this in a narrative form. Michael suggests adding readings in the syllabus that address GI goals and objectives. Samit suggests elaborating on the course schedule section as well. Jim asked about the fact that the course changes from time to time. Michael says to give an example from past offerings, with the understanding that the specific examples that future iterations of the course use may change, but the nature of these examples, and their connection to GI goals and objectives should not.  
  
Rita had other suggestions for fleshing out the proposal with more details and gave Hoyet and Jim additional materials. Linda also suggested connecting individual readings to goals/objectives. Jim clarified that content could change, and will also mention this in the proposal.  
  
Michael gave another example, talking about how distance-learning environments affect people in different cultures differentially.  
  
Goals and objectives must be in syllabus as well as proposal. A sample proposal/syllabus will be posted on CIE website soon. Michael will send these documents to Jim and Hoyet.  
  
There are only 2 more Faculty Senate meetings, so IDT will need to get these to us by next Friday, April 5, in order to come to our next CIE meeting. The good news is that if it is approved early in fall semester it can still count for students who take it in fall. If it passes us in our next meeting it may get on last FS meeting of the semester.  
  
4. Executive Committee meeting  - Ken Hawkinson was there for the first 30 minutes. Based on feedback from this meeting and elsewhere, Michael has drafted an assessment procedures document. The objective of these procedures is to make sure the FL/GI requirement is doing what the institution wants it to do. Michael will send this draft out.  
  
Basically, the departments will determine their own assessment tools and submit these for approval by CIE. After approval, they will send the data to CIE. Rita suggests also including data on how many students, how many sections, how many instructors, etc. Questions were raised on whether or not all sections and students would be assessed. We still haven't decided how often we will be reviewing the data. Michael will be putting this in the procedures document.  
  
Patrick McGinty, Chair of the Council for General Education, will be visiting the April 12 meeting. He may also invite Rick Carter to the last meeting, or possibly Gary Schmidt from Foreign Languages, but this may not be good to do right now since there will be CIE member turnover between this year and next.  
  
Samit moves to adjourn, Richard seconds.