

**General Education Committee Meeting**

February 6, 2015

Meeting was called to order at 8:30am

**Present:** Shannon Cochrane, Elayne Colon, Eva Czarnecka-Verner, Creed Greer, David Julian, Tanya Koropecyj-Cox, Bernard Mair, Andrew Ogram, Lynn O'Sickey, Mario Poceski, Heidi Radunovich, Jennifer Rea, Alison Reynolds, Vicki Sarajedini, and Brenda Smith

**Absent:** Elif Akcali, Timothy Brophy, Christopher Hass, John Krigbaum, Hrishikesh Kumbhojkar, and Lisa Spiryda

**Guests:** Rajeeb Das

**1. Minutes from the January 9<sup>th</sup> meeting were approved with recommended editorial changes:**

- Item 3 Proctored Coursework Policy, second paragraph - insert a semicolon between “people” and “therefore” and insert a comma after “therefore”
- Item 3 Proctored Coursework Policy, third paragraph - correct “where” to “were”
- Item 3 Proctored Coursework Policy, last line - insert “the” between “to” and “committee” and insert a comma after “committee”
- Item 5 General Education Assessment Subcommittee Update, second bullet - capitalize “general education program” and insert “that” between “indicate” and “the”
- Item 6 Courses for Review, first paragraph - remove “for which the committee asked”

**2. Example Syllabus – David Julian and Shannon Cochrane**

The committee suggested the follow revisions:

- The instructor email should be revised to “janedoe@ufl.edu.”
- The title of Policy on Late Assignments should be revised to reflect that the policy includes information for make-up work
- Class Participation should be revised to reflect that participation is expected but does not comprise a percentage of the final grade
- Replace “required” with “expected” in the first sentence of the Class Attendance section and remove the second sentence

Julian and Cochrane will make the requested revisions and bring the syllabus back to the committee for further discussion. The committee also agreed that an example syllabus for writing courses is needed. Cochrane will work with Greer or Reynolds to develop this.

**3. Update from Assessment Subcommittee – David Julian**

The Assessment Subcommittee proposed revising the assessment timeline to only assess UF Core courses in Fall 2015. Julian expressed that it would best serve the General Education Program to focus on assessing only UF Core courses for Fall 2015. He informed the committee that the Director of Institutional Assessment, Tim Brophy, confirmed that

assessing only the UF Core would satisfy the Southern Association of Colleges and Schools Commission on Colleges. Since only one UF Core course, IUF 1000, is mandatory, some members expressed concern that the enrollments in the others (still in the pilot phase) will be too low to represent a valid sample. The changes to the assessment timeline were approved with the revision of “UF Grand Challenges” to “UF Core.”

The Assessment Subcommittee met recently with course coordinators from each of the three UF Core courses. All the coordinators have agreed to use Canvas to embed institutional assessment into their respective courses. The benefit of using Canvas is that institutional learning outcomes and rubrics can be associated with course assignments. This will enable course assignment grades to automatically determine if mastery has been achieved in specific outcomes. An additional benefit of using this method will be that, once the system is established, the General Education Committee will be able to gather data from these courses every semester for internal use. The subcommittee will next meet with course coordinators individually to begin developing a plan for how best to structure the assessment in each course.

**4. Online Coursework Policy – Bernard Mair**

Based on the discussion at the last meeting, Mair drafted this policy to address issues with the academic integrity of grades. This policy is intended to cover all courses, face-to-face and online. The committee approved the policy with the following revisions:

- Revise “our” to “UF” in the second to last sentence of the first paragraph
- Add language that emphasizes that 50% is the minimum, not the standard
- Eliminate the last sentence
- Julian will email other suggested editorial changes

The committee approved the policy for General Education courses. Mair will present the policy to the Faculty Senate for approval to apply the policy to all courses.

**5. Courses for Review**

Course #	Title	Current	Request	Status
MGF 1106	Mathematics for Liberal Arts	---	Recertification	Approved

**MGF 1106:** *Mathematics for Liberal Arts*, Approved.

This is a course that went through the recertification process. The main concern was if the course was meeting the communication requirement. At the last meeting, there was much discussion on this matter as members shared a variety of views regarding what qualified as communication. The committee agreed that communication is different in every discipline but that this course addresses communication in mathematics.

**6. Other items:**

- The next GEC meeting was scheduled for Friday, March 6, during the week of spring break. The committee agreed to move the meeting to Friday, March 13.

Adjourned 9:48am