**General Education Policy Review Committee**

**Minutes of the March 11 Meeting**

Present: Don Guay, Gary Olsen, Nisha Fernando, Randy Olson, James Sage, Julie Schneider, Robert Sirabian, Greg Summers, Mary Holland.

Called to order at 3:34pm.

The minutes of March 5 were approved.

Old Business: Discussion of Step 5.

The committee discussed what is our goal? Get a proposal out before finals week/mid April.

The committee discussed which departments should be listed as the consultants for course and Instructor Criteria in a draft version. When we get this out for feedback, the feedback will let us know what to add.

The committee discussed if one on the Gen Ed Committee should serve as a committee member on the assessment committee. The committee discussed having a director to implement the Gen Ed program. If the Gen Ed Committee serves as the “department” for the Gen Ed curriculum then it is rudderless without a director.

The committee discussed if it is the right time to actually make a strong plea for a director to coordinate this plan. A Gen Ed Director (not coordinator) would have to be separate from CAESE or that would be too top-heavy; however the director should also be on the CAESE advisory board. We’re getting to the point where if we believe we can’t go forward without a director of Gen Ed then we need to say it soon.

The committee also discussed who is going to start planning First Year Seminar? We have to move on now that Step 4 has been approved. It would mean stepping outside of the current timeline; therefore, we may need to make the recommendations now because everything in the plan depends on this.

The committee can justify that given the timeframe Step 5 and Step 6 can be worked on concurrently.

 An outline of what Step 5 will look like:

Course Criteria with Instructor approval

Assessment

Approval Rubrics

Administrative

The committee discussed that Step 6 might fold in assessment in order to show how to look at evaluation of a course. What do we want to focus on in the short term? The Wiki Course Criteria?

 -Rubrics that focus on learning outcomes

 -Justify

 -Example assignments

 -Example portfolios

Get this out for feedback so we can put more meat on the bones.

The committee looked at how to organize Experimental Learning Criteria. The committee discussed if coming up with rubrics is not our job; perhaps that is the job of the new committee.

New Business: Initial Survey Results.

The initial results of survey: 61 respondents with 35 who want to teach a First Year Seminar. Greg will send a PDF on what we have so far. He will also send a reminder for the survey.

For next week, continue to work on the Wiki. Come up with 3 bullets of what to do at next meeting.

Adjourned at 5:15pm.

Respectfully submitted by Mary Holland.