Mercer University

**University General Education Committee**

**Meeting Notes**

**03 October 2019**

**Atlanta Campus Swilley Library, Macon Campus Tift-Lee Boardroom,**

**Zoom: https://mercer.zoom.us/j/130065434**

**Members Present**: Achim Kopp (CLA, co-chair), Colleen Stapleton (College of Professional Advancement, co-chair), Sharon Augustine (Tift), Linda A. Mason Barber (Nursing), Wesley N. Barker (College of Professional Advancement), Stephen Hill (Engineering), Jeff Hall (Tift), and Kathryn Kloepper (CLA)

**Ex-Officio Members**: Susan Malone (OIE)

**Guests**: Kelly J. McMichael (OIE)

**Agenda**

1. Approval of Minutes from March 28, 2019 meeting (posted on Canvas)
	1. Sharon Augustine moved to accept minutes, Wesley Barker seconded
	2. Corrections made to changes HIST 201 should be changed HIS 201 and HIST 225 to HIS 225
	3. Vote approved unanimously
2. Purpose and role of the University General Education Committee (Stapleton/Kopp)
	1. Achim discussed the charge to this committee, listed section 1.4.8 of the University Faculty Handbook
3. Also mentioned that theUGEC policy documents listed on provost website for documents have been updated and will be discussed later in meeting.
4. All new courses for UGEC must go through both UC and UGEC
5. Assessment plan for 2019-20 (Kloepper/Barker/McMichael)
	1. Attempting to make some of the assessment of colleges match university assessment.
	2. Current plan follows spreadsheet uploaded in canvas page on a 3.5-year cycle. Collection for a year with evaluation and faculty development in the following year. Modifications made if needed and then recollect in the 3rd year followed by evaluation.
		1. Make sure common rubric is published so that all can be on the same page…
		2. Question from Susan Malone about rubric development….why repeat? As data is evaluated, the rubric can be tweaked to improve assignments and assessment if needed.
		3. Faculty development must be done per SACS. All colleges that teach general education classes must be included.
		4. Make sure both SLOs and competency are fully evaluated using the generated rubrics. Maybe develop a more robust rubric for some of the competencies? Please consult Susan Malone or Kelly McMichael for a review of rubric if necessary.
		5. Other question: Writing is being collected now is there is anything else? Maybe some indirect data can be pulled from surveys.
	3. Courses not associated with a competency should be linked to one even if they may apply to multiple.
	4. UGEC module in OIE Compliant Assist
		1. This body is responsible for updating that section to ensure that the key competency data for the university is captured there.
		2. Co-chairs can input data after it is collected and brought to this meeting for discussion.
		3. Report from each unit should be presented at meeting and then the co-chairs will place into the system on a university level.
		4. When? Depends on schedule. The site can be used to discuss all of the steps of the process throughout the academic year or at the end of the year.
6. Review of changes to Gen Ed Change Addendum (Malone)

Forms:

* 1. Penfield changed to College of Professional Advancement on forms
	2. Changes to the Gen Education Form
		1. Check boxes and more descriptive instructions in forms…
	3. For changes in catalog, make sure the location of every change needed is noted and explained in the addendum form.
	4. Capture all changes in catalog in one place and just copy to other addendum
1. Recent listings of unapproved Gen Ed courses in some schools’ and colleges’ sections of the Catalog (Malone)
	1. Catalog needs to be consistent.
	2. All colleges need to match the master list
		1. Additional items can be included, but not towards the minimum general education hours (30 hours).
	3. Examples provided from different schools
		1. Business (page numbers 333-334)
		2. CLA (page 120)
	4. UNV 101 cannot be used as part of general education (CLA, Education, CHP)
	5. Music numbers are not quite correct
		1. Count needs to be checked
			1. Foreign language hours do not count if student tests out of it.
			2. Also an issue in the humanities/fine arts
	6. Each unit should check the General Education Section in your school to make sure that it matches the University General Education classes and have 30 hrs minimum
	7. CoPA: What about interdisciplinary courses? A choice needs to be made and the course needs to be placed in one of the areas.
	8. Example of course in University General Education list but used in some colleges general education. If you want to use these, they must be voted on in by this group.
		1. POLS 100
		2. ART 240
2. Update on NSSE, HERI, and other surveys with regard to items pertaining to Gen Ed (Malone)
3. Look at survey items and gen ed.xls in general education file in canvas.
	1. Has all surveys in tabs for different student groups. Repeated every three years.
	2. Identified how each question relates to competency
4. Encourage all to download and verify where competencies are mapped.
5. Develop a common list and then Susan Malone can send data to individuals
6. All colleges can request this data.
7. NSSE needs to get better participation from seniors especially engineering
8. Other business
	1. How does each unit handle general education? Some have committees others just have undergraduate committee. Since Pharmacy has added a Bachelor’s should they be on the committee? The answer should be yes.

Meeting adjourned at 3:56 PM with motion by Achim Kopp and Seconded by Sharon Augustine. The next meeting is scheduled for 2pm, Thursday October 31st, 2019.

Submitted by Stephen Hill, Engineering.