Mercer University

General Education Committee Meeting Minutes

UGEC meeting of AY2021-22

Thursday February 24, 2022 2:00-4:00 PM (Zoom)

Committee Members present: Achim Kopp, Colleen Stapleton, Sharon Augustine, Tammy Crutchfield, Abby Dowling, Renee Hayslett, Stephen Hill, Kathy Kloepper, Suzie L. Madden, Hollis Phelps, Nathan Myrick, Loleta Sartin, Linda Streit, Nannette Turner, Candace Barnett

Guests present: Susan Malone, Danielle Buehrer

1. Approval of minutes from November 4, 2021 meeting (posted on Canvas)
	1. Approved, with 2 abstaining (not at previous meeting)
2. Introduction of Dr. Danielle Buehrer, Vice Provost for Institutional Effectiveness (Susan Malone)
	1. Danielle was welcomed. She is from Kennesaw, and has lots of experience with accreditation and SACS. Working with Susan to transition by July 1. Please send any correspondence to both Susan and Danielle right now during the transition.
3. Curriculum proposals – all approved
	1. College of Liberal Arts and Sciences: Addition of PHI 233 (Kathy Kloepper)
		1. Contemporary issues in media, JMS240 cross-listing, JMS240 already in Gen Ed listing
		2. Amendments: Needs to be added in master lists in Macon, Atlanta and RAC catalogues. Needs to be added to CHP Gen Ed as well.
		3. CHP, BUS, Music, Engineering agree.
		4. Suggestion to add prompt to form for cross-listed course additions to have person initiating the change ask each unit if they are ok with the potential change.
		5. Motion: Hill, Second: Myrick
		6. Units will need to update their own Gen Ed Behav/Soc Science listings with the new course.
	2. Townsend School of Music: Addition of various CLAS courses as options for the TSM gen ed requirements (Nathan Myrick)
		1. Wants to bring Gen Ed requirements for TSM in alignment with CLAS requirements. Exact same course list and same competencies as CLAS.
		2. Motion: Turner, Second: Kloepper
	3. College of Professional Advancement: Revisions to MUSC 150, COMM 370, and RELG 120 and 130 (Hollis Phelps)
		1. Changing course titles and corresponding descriptions.
		2. Nathan Myrick mentioned no one in Music knew there was a Music Appreciation in College of Prof Adv. It was noted this shouldn’t impact any accreditations as those are degree based.
		3. Motion: Myrick, Second: Sartin
4. Point of Information from the CLAS: Revised SLOs for Foreign Language and Creative Expression (Kathy Kloepper)
	1. Transparency mention about issue identified on p127 of 2021-2022 MAC catalogue, two blocks in Gen Ed but two sets of SLOs. That has now been fixed and there are instead two combined SLOs.
	2. Kloepper stated Susan Malone was promised this would be resolved before she leaves in July, and it has indeed been completed.
5. Addition to catalog language regarding places where course descriptions for gen ed curriculum are found
	1. Kelly Reffit asked about adding language with master Gen Ed list about which catalog to look in. Susan suggested using a sentence about the 3 or 4 letter prefix of courses. 3 letter is Macon, 4 is RAC or Atlanta.
	2. Achim suggested using “locate” instead of “find” in last sentence: “Course descriptions for the general education curriculum are found in the Atlanta, Macon, and/or Regional Academic Center catalogs of Mercer University. Please consult the appropriate catalog to locate course descriptions.”
6. Assessment plan for the competency “Analyzing observed phenomena through the use of scientific reasoning”
	1. Collecting student artifacts by June 30.
	2. That is reasonable for CLAS, per Kloepper. CLAS to conduct norming with CoPA around end of semester.
7. Discussion: Coordination of data entry on Compliance Assist (Susan Malone)
	1. Cycle chosen for assessment process, it is not limited to academic year. Goes for two years.
	2. Susan Malone shared spreadsheet showing timeline of cycle and when to complete each stage for each competency (data/artifact collection, evaluation, faculty development, collection 2, evaluation 2). In the template, there are instructions with additional details.
	3. Achim asked if there is anything missing from previous years? Yes, there is.
	4. Core group of people should meet with Susan/Danielle to go over all of this: Hollis Phelps, Kathy Kloepper, Abby Dowling, Achim Kopp, Colleen Stapleton, Stephen Hill by end of Spring to talk about revised deadline.
8. Other business/concluding remarks
	1. Next meeting March 31st 2:00 PM

Meeting was adjourned at 3:05 pm