

**General Education Committee  
Minutes**

January 25, 2016

<b>Present:</b>	Don Wilathgamuwa	Melinda Tilton
	Kurt Toenjes	Matthew Queen
	Mike Havens	Brent Finger
	Jennifer Lynn	Tom Regele
	John Roberts	Leanne Gilbertsen
	Patricia Nichols	Rosemarie Dugi
	Scott Harris	Elizabeth Fullon
	Colin Buck (student)	Becky Lyons (ex-officio)
	Florence Garcia (ex-officio)	
<b>Absent:</b>	Megan Thomas*	Alan Loomis (student)
	*excused	

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Kurt Toenjes called the meeting to order at 2:31 p.m. in McMullen 305.

The minutes of November 16 were accepted as presented.

I. DISCUSSION/ACTION ITEMS

**A. Assessment of Gen Ed: ETS Test and Beyond**

Nothing has been done this year in terms of the ETS test being administered, and we don't want that responsibility to fall to this Committee again. Dr. Toenjes is meeting with Vice Provost Matt Redinger this week and will bring this up. There are still gift cards left to incentivize students, but how long that will continue in the future is unknown. Other incentives could be tried as well, such as upping the amount on the Jackets & Co. gift cards and timing the testing around the graduation fair held by the bookstore.

It is important to note that we use the abbreviated, 45 minute test from ETS, which does not test every student on every subject. This is why it's vital we get our numbers of test-takers up, so we will have accurate data. We really need 300-400 students tested, and we are struggling to get 100.

The members agreed to speak with their departments and colleagues and make a plan for administering the ETS test in capstone courses this spring.

The data for last year has been organized, but since Dr. Toenjes was not the submitter, he did not get access. Once the data has been obtained, the GEC will discuss it.

The GEC still needs to work on other ways to assess our Gen Ed program, but we haven't gotten much traction yet.

## **B. Retention and General Education: Gen Ed Guide for Advisors**

It was suggested that the guide must begin with departments. However, having something to discuss would make the work go quicker. This guide will not be the work of the Committee, but rather the Committee in conjunction with departments. At this time, the guide is intended for faculty, not students.

It was suggested that a guide for students could include outcomes for courses. A short list of what a student will take away from a course will help that student choose a course that will impact and enhance future courses in a major.

It was noted that it's possible we have a Gen Ed course that no one would recommend a student take. If that does happen, the GEC will discuss it.

It was suggested that we teach students how to navigate Gen Ed in the A&SC 101 course. However, students are not required to take that course.

These guides will in no way change the structure of Gen Ed.

## **C. Statewide Gen Ed Committee Representative**

Mike Havens noted that he has served on this committee for years. Recently, a new chair was chosen and she asked if the members wished to continue serving. Dr. Havens is asking for official confirmation that he will continue to represent MSUB.

- Motion by Scott Harris, seconded by Jennifer Lynn that **Mike Havens continue to serve on the statewide OCHE Gen Ed Committee, representing MSUB.**

- Motion carried.

## **D. AACU Summer 2016 Gen Ed & Assessment Institutes**

*(Application deadline is February 12, 2016)*

Those interesting in going include Melinda Tilton, Kurt Toenjes, Elizabeth Fullon, and Associate Dean of City College Florence Garcia. It was noted Vice Provost Matt Redinger may want/need to go as well.

Mike Havens agreed to head up the writing of the application.

The meeting adjourned at 3:24 p.m.

Respectfully submitted, Rita J. Rabe Meduna.