



*General Education Council
Faculty Senate*

MEMORANDUM

Date May 17, 2004

To Dick Dietz
Chair, Faculty Senate

From Phil Klein
Chair, General Education Council

Subject GEC 2003-2004 Annual Report

The General Education Council began 2003-2004 with six major objectives:

- Streamline procedures and encourage submission of new courses to the CCHE State Guaranteed Transfer Program;
- Streamline and clarify faculty guidelines for course-embedded assessment (CEA), a central part of our ongoing review of courses in the General Education program;
- Rewrite student learning outcomes for Physical Activity and Interdisciplinary, International, and Multicultural Studies categories to make objectives assessable;
- Modify and update General Education Web site to ensure that it accurately reflects the requirements of the current program;
- Review the GEC By-Laws to ensure their accuracy and appropriateness, given current procedures; and
- Review proposed changes to courses in the program and assess courses in the program to ensure their compliance with program objectives.

During Fall 2003, however, the need to develop a unit report for the *Charting the Future* process took precedence and forced re-evaluation of these objectives. What follows is a summary of the GEC's activities for 2003-2004.

Charting the Future

Once given the mandate to develop a unit report for CTF, our agenda for most of Fall 2003 shifted so that the Council could discuss its vision of the future. Our report was submitted to the Design Team and the Faculty Senate on time. It included several ideas for improvement to the general education program, including the concept that a capstone-type course be added to encourage a more coherent and assessable program. Campus-wide interest in general education led to other suggestions that were ultimately incorporated into the Design Team's recommendations.

Following the first draft of CTF, the GEC offered a resolution at the general faculty meeting in March 2004. We expressed dismay that the Design Team had progressed in its draft to specific program recommendations for a new general education program. The resolution affirmed that curriculum reforms should remain the purview of the teaching faculty and called for the appointment of a faculty-led Task Force on General Education Reform. That resolution was adopted by the Faculty Senate. Subsequent drafts of CTF made clearer the role of the faculty leadership and shared governance in this process.

The GEC urges the Faculty Senate to maintain a strong voice in ensuring that the ultimate composition of this Task Force include significant representation of the GEC membership, to guarantee that our experience with program design and assessment is not absent from this discussion in the coming academic year.

CCHE State Guaranteed Transfer Nominations

In September 2003, the GEC sent forward to the Provost's office 12 nominations for courses to be added in the second cycle of the State Guaranteed Transfer designation. The GEC had assisted the various departments in preparing the nominations. Three courses, ENG 236, WS 101, and MCS 101, were later withdrawn from the nomination process, in the first case because CCHE will not approve variable topics courses for the program and in the latter two cases because the Provost's office was informed by CCHE that they would not consider unique courses (those nominated from a single institution) as suitable for the statewide list.

Ultimately CCHE approved 5 new courses for the statewide list: PHIL 100, BIO 101, BIO 110, PHYS 220, and PHYS 240. This brings to 30 the number of approved UNC courses.

Two courses, OCN 200 and MET 205, were not approved; again CCHE cited the lack of "comparability" of these courses to others in the program as the reason. Two other nominated courses (SCI 265 and BIO 100) were rejected as well, the former for lack of an appropriate syllabus and the latter for its lack of a lab component.

At the GEC's request, communication between the Provost's office and CCHE was initiated to clarify whether "unique" courses should be resubmitted or if CCHE was entirely opposed to including courses that didn't fit neatly within its categories. At the

Provost's suggestion, the GEC invited Dr. Jett Conner of CCHE to a meeting in April 2004 to discuss our concerns, and we sent him a set of specific questions regarding nomination guidelines. Unfortunately, due to staffing changes at CCHE, Dr. Conner was forced to cancel his visit. We will try to reschedule his visit in Fall 2004.

For the third round of submissions to the program, the GEC designated a subcommittee (Emily Golson and Marie Livingston) to help departments prepare their nominations in accordance with CCHE guidelines. The GEC believes this step will reduce chances that courses are rejected for avoidable reasons. Several courses will go forward in Fall 2004, including HIST 100 and ECON 103 (rejected last year for problems in their nomination forms) and many new nominations from PVA, which should rectify the gap in UNC courses in the fine arts category of the statewide core.

Course-Embedded Assessment (CEA) Procedures

The CEA portion of GEC course review is fully implemented, and all instructors whose courses are reviewed are expected to complete the reporting form. Informal training sessions for CEA are held by GEC members for faculty requesting them. It is clear from our review results, however, that several faculty members are still either unfamiliar with the expectations of CEA or dissatisfied with its quantitative approach to assessing student outcomes. We anticipate continued review of this process during 2004-05 to further streamline it and open it to a wider range of faculty approaches to assessment.

We received several queries from faculty members who wondered what the outcome of the general education course review process was. In response, the GEC initiated a new procedure to inform all department chairs (or program heads), as well as the specific faculty members who completed the CEA forms, of the results of the review. This step was done for the first time in May 2004, reflecting reviews finished in Spring 2004.

Rewrite Student Learning Outcomes

Area Committees for Category 3 (Physical Activity) and Category 7 (Interdisciplinary, International, and Multicultural Studies) defined new student learning outcomes (general education objectives). Previous learning outcomes had been deemed by all faculty teaching courses in those areas to be vague or incapable of being measured. New outcomes for Category 3 were used for courses reviewed in Spring 2004, and the new outcomes for Category 7 were approved for use beginning in Fall 2004.

Update Web Site

Major changes were made to the appearance of the General Education Web site during the year. (Thanks for the effort by Tom Trelogan, whose roles include being both the web-master for the College of Arts and Sciences and the vice-chair of the GEC.) Further revisions are needed to ensure that all information on the site is current and matches the

course review procedures now in use. These steps will be finished before the end of May 2004, as part of the process of putting all sites in order for the NCA review.

Review of GEC By-Laws

Owing to the likelihood of significant changes to be made to the general education program in 2004-05, the GEC decided to postpone its review of its by-laws until the governance structure of general education (or its successor program) is clarified.

Courses Added and Deleted from Program

No new courses were proposed for addition to the General Education program in 2003-2004. Three courses were approved for change from a 2-credit to a 3-credit hour basis: MATH 182 (Category 2); ENST 385 (Category 4); and ENST 235 (Category 6). Also in Category 6, CHEM 281 replaced two courses (CHEM 108, CHEM 109) in the program.

To fill a loophole in the course review procedures, the GEC approved a motion that whenever a new course is added to the program, its initial review will occur 4 years after the semester of its acceptance into General Education.

Twelve courses were deleted from the program, in accordance with GEC By-Laws stating that courses which not offered for three consecutive years are automatically deleted from General Education.

Ongoing Program Assessment (Course Review)

The GEC's Area Committees reviewed 47 courses. Thirty were retained in general education, 16 were placed on probation, and 1 course was removed from the program. Memoranda from Area Committee chairs with details explaining each review are on file in the A&S Dean's Office. Those courses placed on probation will be reviewed again in 2004-2005, which will be the fifth year of our review cycle, used to "catch up" on all courses that, for whatever reason, could not be reviewed during the prior four years.

Category 1

Unlike all other courses in the program, ENG 122 and ENG 123 are reviewed every year. One-quarter of the sections taught have been selected for review, but this procedure was flawed in that some instructors' sections got reviewed often while others were missed. The GEC approved a new selection process, beginning next year, to fix this problem and ensure that every section being taught by a new instructor is reviewed each year. Sections taught by "veteran" instructors will get reviewed every fifth year, matching the cycle of courses in all other categories.

In addition to these courses, AFS 305 and MUS 152 were both retained.

Category 2

MATH 127 and MATH 182 were both retained.

Category 3

For the first time, we were able to review several courses in this category. Four courses were retained: DNCE 175, SES 101, SES 111, and SES 150. Two others that were reviewed, SES 133 and SES 174, had incomplete records and were put on probation.

Because most Category 3 courses are taught by TAs or part-time instructors, several other courses could not be reviewed because required documentation was not supplied. These courses will be reviewed again in 2004-05, along with all of the others in this category, which are due for their first review next year.

Category 4

These courses were retained: ART 190, MUS 243, THEA 330, ENG 213, FR 102, FR 201, GER 102, and GER 201.

These courses were put on probation: HISP 111, MIND 180, DNCE 454, and MT 330, either for insufficient materials (HISP 111, MIND 180) or because of inadequate CEA documentation and failure to meet some objectives in Category 4 (DNCE 454, MT 330).

Category 5

One course backlogged from 2002-2003 (PSCI 100) was retained, in action taken Fall 2003. During Spring 2004, CRJ 110 and PSCI 220 were approved for retention in the program. One course, CMDS 160, was removed from the program because it was judged to no longer meet the objectives of a course in the Social Sciences category.

Category 6

GEOL 110 was the only course reviewed, and it was retained.

Category 7

Due to errors made in the 2002-2003 review, this Area Committee, almost entirely rebuilt from last year, first had to clear a large backlog of course reviews. Of those courses, HISP 131, HUM 331, and MIND 289 were retained. Eight other courses (ANT 110, HISP 102, MCS 101, NURS 200, ANT 314, GEOG 335, SOC 221, and SOC 237) were placed on probation, mainly due to insufficient materials submitted for review.

For courses due for review in 2003-2004, HIST 113, HIST 118, MIND 182, ENG 236, and GER 116 were retained. JAPN 116 and HIST 110 were placed on probation, owing to insufficient materials. Thanks to the diligent efforts of the Category 7 Area Committee, led by Jim Keaten, the course reviews for this category are finally up to date.

Tentative Agenda for 2004-2005

The agenda for next year will include but not be limited to the following items:

- Participate actively in campus-wide redesign of general education/core curriculum, as the *Charting the Future* process progresses to more specific recommendations;
- Encourage new nominations for CCHE State Guaranteed Transfer Core program in those areas where UNC General Education areas are not adequately represented;
- Modify course-embedded assessment (CEA) procedures to enable a wider range of faculty options for assessing student learning outcomes; and
- Facilitate changes to GEC By-Laws as needed to ensure a smooth transition to the new general education/core curriculum program.

Acknowledgments

The Chair of the General Education Council wishes to express his special thanks to two individuals from the College of Arts and Sciences for their numerous contributions to the General Education program. For the past seven years, Dr. Sandra Flake, Dean of A&S, has held an important leadership role on the Council and taken a deep interest in the progress and improvement of UNC's General Education program. Her leadership has been particularly critical in helping us implement our assessment program. Second, Sandy Pope, the dean's administrative assistant assigned to the GEC, has made tireless efforts to improve the Council's correspondence and record-keeping. Her work has been invaluable and is most appreciated.

As for all faculty councils, this was a difficult year, in part because of the extra demands to complete a report for *Charting the Future*. Members of the General Education Council were very generous with their time during 2003-2004. To complete our CTF responsibilities as well as our regular objectives, members attended extra meetings (and some extra-long ones!) and worked to overcome backlogs and problems in our ongoing assessment. The Chair of the GEC respectfully asks the Faculty Senate to acknowledge the work of the entire committee, including the seven Area Chairs and their committee members (listed on the next page), for their work during the year.

cc: Sandra Flake, Dean A&S
General Education Council membership

General Education Council, 2003-2004

Robin Brewer	<i>Special Ed/COE</i>	Barb Lowenbach	<i>Registrar's Rep.</i>
Eddie Cortez	<i>SRC Rep.</i>	Jani Malkiewicz	<i>SES/HHS</i>
Jimmy Dunn	<i>Geography/A&S</i>	Lesley Manring	<i>Music/PVA</i>
Sandra Flake	<i>Dean's Office/A&S</i>	Molly Mathias	<i>Library Rep.</i>
Sherrie Frye	<i>Comm Health/HHS</i>	Ken Moon	<i>Finance/MCB</i>
Helen Gerretson	<i>Math/A&S</i>	Kim Pacheco	<i>Chemistry/A&S</i>
Emily Golson	<i>English/A&S</i>	Sandy Pope	<i>Admin. Asst.</i>
Gary Huffines	<i>Earth Sciences/A&S</i>	Vinnie Scalia	<i>GE-25 Rep.</i>
James Keaten	<i>Communication/A&S</i>	Tom Trelogan	<i>Philosophy/A&S</i>
Phil Klein	<i>Geography/A&S</i>	James Villalon	<i>UGC Rep.</i>
Marie Livingston	<i>Life of Mind Program Rep.</i>		

GEC Area Committees, 2003-2004

Area 1: COMPOSITION

Emily Golson (chair)	<i>English</i>	Jeri Kraver	<i>English</i>
Julie Garbus	<i>English</i>	Teresa Sellmer	<i>A&S Advising</i>

Area 2: MATHEMATICS SKILLS

Helen Gerretson (chr.)	<i>Math Sciences</i>	Robert Heiny	<i>Math Sciences</i>
Richard Grassl	<i>Math Sciences</i>	Robert Powers	<i>Math Sciences</i>
Shandy Hauk	<i>Math Sciences</i>		

Area 3: PHYSICAL ACTIVITY

Jani Malkiewicz (chr.)	<i>SES</i>	Christina Sinclair	<i>SES</i>
Melissa Parker	<i>SES</i>		

Area 4: ARTS AND LETTERS

Tom Trelogan (chair)	<i>Philosophy</i>	Michael Kramp	<i>English</i>
David Caldwell	<i>Foreign Languages</i>	Melissa Malde	<i>Music</i>
Erin Jordan	<i>History</i>	Marta Ortega	<i>Hispanic Studies</i>

Area 5: SOCIAL SCIENCES

Phil Klein (chair)	<i>Geography</i>	Bruce McDaniel	<i>Economics</i>
Steve Mazurana	<i>Political Science</i>	Melanie Moore	<i>Sociology</i>
Sally McBeth	<i>Anthropology</i>	Paul Retzlaff	<i>Psychology</i>

Area 6: SCIENCE AND MATHEMATICS

Kim Pacheco (chair)	<i>Chemistry & Biochemistry</i>	Jared Morrow	<i>Earth Sciences</i>
Cynthia Galovich	<i>Physics</i>	Gerry Saunders	<i>Biology</i>

Area 7: INTERDISCIPLINARY, INTERNAT'L, & MULTICULTURAL STUDIES

James Keaten (chair)	<i>Communications</i>	Marcus Embry	<i>English</i>
Lesley Manring	<i>Music</i>	Priscilla Falcon	<i>Hispanic Studies</i>
Charles Collins	<i>Geography</i>	Kelechi Kalu	<i>Political Science</i>