



USF St. Petersburg Faculty Senate Committee: General Education: Meetings USF St. Petersburg Faculty Senate Committee: General Education

1-25-2012

General Education Committee Meeting : 2012 : 01 : 25

General Education Committee

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USFSP - GENERAL EDUCATION COMMITTEE
MINUTES OF JANUARY 25, 2012

Committee Members:

Kathy Arthur, Chair
Erika Asano
Deby Cassill (absent with excuse)
Maria Luisa Corton,
Morgan Gresham (partial with excuse)
Thomas Hallock,
Hugh LaFollette
Phillip McCollam
Adrian O'Connor,
Patricia Pettijohn,
George Roy,
J. E. Gonzalez (Ernie)

The meeting was called to order at 1:05pm.

New members to the committee: Erika Asano, Deby Cassil, Thomas Hallock and Phillip McCollan

1. On the possibility of having Linda Crossman (Director of Records and Registration) as a permanent member or as an invitee to the committee, the members agreed on the invitation as needed option.
2. Minutes of December 7, 2011, approved.
3. As a starting point for today's, and possibly subsequent meetings, Kathy provided a folder to each member with the following documents(from now on, 'the list'):
 - I. Agenda for the committee meeting Jan 25,2012
 - II. Minutes for Dec 7,2011 committee meeting
 - III. Websites where GenEd shows up
 - IV. ALAMEA 2008-2009 SLO
 - V. General Education Curriculum 2011-2012
 - VI. SAC Reaffirmation Document on IR webpage
 - VII. State University System of Florida Regulations
 - VIII. Office of General Counsel: USF Regulations (Nov 2010)
 - IX. Charge to GenEd committee from Faculty Senate website
 - X. GE Philosophical Statement from the mission/general information/academics/ USFSP website
 - XI. General Education Course Application Form
4. Old Business included in today's agenda:
 - a) Cleaning, updating and organizing GE website: Based on document III. from the list, the point here is that there are several websites with different and not updated information, and that searching for General Education in the university website brings different links when compared to a search from Google. The discussion was based on whether different websites are needed according to the type of information to be displayed and according to the targeted

audience. There was agreement on having a link to/from the Faculty Senate website which will be 'archive type' to store the committee information such as agendas, minutes and other. Because this will be accessible from the faculty senate website it will be accessible to the faculty in general. In addition, there is need for a website that responds to the general public search of information on General Education such as the philosophy, the courses and so. Students access GE from OASIS to check the courses. Finally there is need for a link to/from the assessment information website. Ernie is working with the assessment website and offered help. Kathy will send an e-mail to the university webmaster Michel Fougères asking for changes and updates of links. Here the exact content of the websites was not discussed as we will wait for interaction with the webmaster once Kathy makes the contact.

b) Making sure GE classes in each area cover all the points listed under that topic: to clarify the meaning of this point, Kathy used document IV. from the list, a work she did with ALAMEA courses. The point here is to match/verify courses versus Student Learning Outcomes, in the sense that some courses may not be considering some SLOs and some SLOs may not be included in courses. Kathy mentioned Susan Toler (Assistant Dean of Arts and Sciences) current work on this and that she will provide the committee with a matrix of courses versus SLOs so the committee could start the review/cleaning process from there. This aspect is related to point 2 in the Faculty Senate charge and will be of consideration later in the semester as the committee sets up its working plan for the term.

c) Deletion of GE classes from GE list: see point **6.b** below.

d) Update on PEBC meetings – no current updates. PEBC still working on Strategic Plan

5. New Business included in the agenda.

a) Work plan for addressing the Senate Charge – committee members agreed on starting from point one of the Charge as a priority this semester: ***Reviewing the philosophy of the General Education requirements at USFSP***. The committee discussed several ways to approach this task. The ideas on the table were the following: 1) Maria Luisa suggested that each member writes a draft to circulate via e-mail and to be edited by all the members; 2) Hugh has already drafted a philosophy statement, which seems a good starting point for the e-mail procedure. 3) Tom pointed out that the committee would need to define a working methodology as it approaches not only the review of the philosophy but also each of the points in the senate charge. He suggests a three step process along more frequent meetings, starting from discussion of ideas, and he also suggested the use of sub-committees; 4) Ernie suggested getting all faculties involved in the process, use of traditional Assessment Day for GE

Discussion instead, given the importance of the topic for the university, and mentioned March 23 and April 16 for a possible meeting. This will give the committee time to research other universities' philosophies, and to analyze the current philosophy.

b) Adding, Changing, Dropping GE status on Courses Procedures and Applications

The initial point here is that there is only one GenEd Form – document XI from the list – that relates to adding a course (not deleting, not modifying). In addition, it seems that there are not clear procedures to approve or reject these actions. The current situation is that there are several requests for additional courses; in particular, Kathy brought today the case of adding/modifying a 'lab' course, MAC 1105L with zero credits which is attached to a Math course. MAC 1105 is a Gen ed course, but it was unclear in documents given if the new lab would be a GE course or not. After discussion, the committee reached consensus: The requester must prove (or argue) that the 'lab' does not have General Education content. Kathy will proceed on communicating with the requester asking for the NO GenEd content letter.

At this point the committee discussed whether to keep accepting requests for course approval in the GenEd while in the process of reviewing the philosophy and the course/SLO cleaning. Given this process, the approving or refusal decision for a course today may not be the same later, in detriment of the requester as he/she has put effort in the request. The consensus reached for this point was to write a disclaimer letter in case of future requests, and particularly for the lab class considered today. Kathy will send an email to Deans of each college to let them know and announce at the CAS Faculty meeting on Fri. Jan 27.

c) Semester Calendar – the committee agreed on meeting every other week from now on until further notice.

d) GE Philosophy – see point 6.a above.

The next meeting will occur on **WEDNESDAY FEBRUARY 8, 2012**, at 1pm in Harbor Hall conference room.

The meeting was adjourned at 3:10pm.