

GENERAL EDUCATION COUNCIL  
Minutes of Meeting  
3 May 2005

**Council Members present:** Bryon Clark (Chair), Gleny Beach, Betty Clay, Jim Cunningham, Steven Emge, Dick Hackett, Linda Kallam, Brad Ludrick, Steve McKim, John Mischo, Sharon Morrison, Patty Pool, John Topuz, Cherri Wilmoth

**Council Members absent:** Gene Hetzel, Charles Price, Jane Elder

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The meeting was called to order at 3:30 p.m. by the Chair. Dick Hackett moved to accept the minutes of the previous meeting. John Topuz seconded. The minutes were approved unanimously.

The Chair explained about the e-mail that was sent concerning the associate dean position for General Education. Applicants have until June 1<sup>st</sup> to decide if they want to apply. The Chair has not decided whether or not he will, but he did point out that members of this Council might consider the position.

The Council then began consideration of the submissions of the various departments for assessment procedures. First was Hper 1113 – Wellness and Positive Lifestyles. Brad Ludrick moved to consider the goals and outcomes with a second by Linda Kallam. Cherri Wilmoth, representing the department, stated that they have 200 to 225 students. They will give a pre-test and post test of 25 questions and will use a final survey which will pinpoint their outcomes. The motion passed. Chairman Clark will ask the department for questions from the survey. When the report is sent, it will include copies of instruments used in the classes. The question was raised about submitting standardized tests and if copies of those instruments are necessary. If the test is a nationally recognized exam, then the department should state the name of the exam and it can be reviewed on its website.

The next to be submitted was the proposal from BIM 1513. This submission was not put on the floor. The department will work on it and send it back.

Brad Ludrick reviewed the proposed exit survey. Linda Kallam and Steven Emge have also worked on this committee. The first page is demographic information and the rest contains questions modified from a Gen Ed questionnaire used at the University of Minnesota at Morris. The test will be given when the student does his grad check, either a hard copy version or on-line.

Chairman Clark wants General Education to have its own website which will include goals and outcomes as well as the exit exam and course evaluations. General discussion followed on how an exit exam would be administered. The Registrar's office would let students know that they have to take the exit survey. Dick Hackett pointed out that Chairman Clark needs to talk to Kristie Luke in the Registrar's Office to make certain that they can give the survey for us. There are some legalities about what they can and cannot do. The Council envisions a block that must

be checked indicating that the student has taken the exit survey before he or she can graduate. Brad Ludrick moved to let Bryon Clark make inquiries to the Registrar's office and to Ann Haycock about making the exit survey part of the grad check list. The second was made by Linda Kallam. Dick Hackett asked if it was possible to have a trial run this summer. Brad Ludrick said it might be possible if members of the Council send him comments regarding their area to see if the questions adequately cover their subject. The survey can then be put on the website. The motion passed.

The next to be considered was Spanish 1113. John Mischo presented the Assessment Plan. The revised outcome, "Communicate at a novice level in oral and written form in a language other than English" will be added to the outcomes for Communication. The second outcome, "Demonstrate knowledge of the diversity of human cultures" will be added to the Humanities outcomes. The goal of communication will be edited, omitting "use Standard English". Dick Hackett moved for approval of the Assessment Plan with a second by Linda Kallam. Dick Hackett also recommended that the "and" be changed to and/or in the Humanities outcomes #1, to read "human cultures and/or artifacts." Gleny Beach asked if the testing will indicate the student's knowledge of diversity of human cultures. Students will be tested on the content of the culture while speaking the language.

The next to be discussed were History 1513 and 1523. Dick Hackett spoke for the department. Again "and" was changed to "and/or". Brad Ludrick moved to take the proposal off the table for consideration, with a second by Dick Hackett. The motion passed. The motion to approve the plan was made by Jim Cunningham, second by Patty Pool. The goal will be amended to include the five major social institutions. The motion was approved by a show of hands.

The motion to accept the goals and outcomes of History 3513 was made by Gleny Beach with a second by Linda Kallam. Discussion followed. Dick Hackett's concern is how the professor will cover all of the goals and outcomes that are listed. Brad Ludrick added that for assessment purposes, the Social and Political Institutions should be the highlight. The Chair will send a memo to the department chair and stress that the department can do what they want but they will have to show how they will assess each of these outcomes and include that assessment with every report.

The Chair suggested that the Computer Test committee look at the Rogers State website. They have a test online.

Next for consideration was CIS1003. Dick Hackett moved that the assessment plan be approved with a second by Brad Ludrick. Betty Clay, speaking for the department, said that at a minimum 33% of the approximately 300 students will be tested each semester with a pre-test and post-test. She also explained that an ethics presentation will be given to all classes and a pre-test will be given before the presentation followed by a post-test. The classes will also use the Library Searchpath to develop skills used for searching and retrieving information in the library. This online program has built-in testing. Students will have to score 100%. Gleny Beach stated that some of her students cannot attach a document to an e-mail and that skill needed to be taught in the computer class. The chairman will send a letter to the department asking about adding that skill to #4 outcomes. The motion passed.

The last to be considered was Political Science. The Chair will send them a note and ask that their assessment plan be put in the proper format.

Brad Ludrick asked again for feedback on the exit survey.

The meeting was adjourned at 4:50 p.m.