I. **Call to Order:** Jane Creighton called the meeting to order.

II. **Approval of Minutes from 10-18-17:** Minutes from 10-18-17 were approved. (See Appendix A)

III. **Assess-a-Fest 2017:** The General Education Committee will host the 2017 Assess-a-Fest on November 17 in the Travis/Milam. Purpose of the event will be to engage faculty in improvement of the Core curriculum. Assess-a-Fest will:

1. Provide information to faculty on the Assessment of the Core process;
2. Provide data gathered from the artifacts evaluated by faculty in 2016/2017 in the areas of:
   i. Critical Thinking-Inquiry and Analysis
   ii. Critical Thinking – Creativity
   iii. Empirical/Quantitative Reasoning;
3. Seek input from faculty on how to best interpret findings;
4. Seek input from faculty on next step.

Event is open to all faculty as well as staff who provide academic support to students in the core.

Dr. Creighton has sent a message to DT all faculty and will follow up with a reminder on November 2. She will also recruit either Karen Kaser (AY17 Chair of the GEC) or Vida Robertson, who facilitated last year, to facilitate.

Tasks for the committee included encouraging adjuncts in the Core to attend as well as full time faculty to attend. GEC members were also encouraged to attend.
IV. **Reports on Signature Review Process:** At the 10/18 meeting, the GEC adopted the following process for reviewing Signature Assignments:

1. Faculty submit their signature assignment to the Chair of the GEC
2. The chair forwards the assignment to the GEC faculty charged with reviewing assignment for that SA LO.
3. GEC faculty review the assignment using the rubric created by Dr. Creighton and return the results to the GEC chair.
4. The chair summarizes the results and suggestions for enhancing the assignment if necessary in a letter to the faculty along with the rubric analysis.
5. The faculty can then act on the committee recommendations and resubmit or elect not to respond to the GECs recommendation.
6. Results of the reviews will be maintained in the GEC organization in BB2.

Dr. Creighton has sent out Signature Assignments for review to the faculty on the committee however there may need to be additional norming. The group reviewed an assignment and discussed how best to apply the Signature Assignment rubric to the example assignment.

Since this is a new process and faculty need feedback quickly, Dr. Creighton will work with Institutional Effectiveness to provide feedback while the remainder of the committee is coming up to speed on the process and Signature Assignment review rubrics.

V. **On the GEC Calendar:**

a. Follow up on the AY 2016 report to ensure action is taken on the findings.
b. Draft/publish the AY2018 General Education Timeline
c. Enhance the visibility of the Core and the work of the General Education Committee.

VI. **Adjournment:** The meeting was adjourned 4:00 pm.

VII. **Next Meeting:** Next meeting of the General Education Committee will be November 15 at 2:30. Dr. Creighton will forward a meeting request and agenda.
Appendix A: Approved Minutes from 10/18/17

General Education Committee

Date: October 18, 2017  Time: 2:30-4:30  Room A701  Note taker: Lea Campbell
Approved November 1, 2017

Committee Members:

<table>
<thead>
<tr>
<th>Franklin Allaire</th>
<th>Present</th>
<th>Maria Benavides</th>
<th>Present</th>
<th>Lea Campbell</th>
<th>Present</th>
<th>Jane Creighton (Chair)</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Ensor</td>
<td>Present</td>
<td>David Epstein</td>
<td>Present</td>
<td>Melissa Hovsepian</td>
<td>Present</td>
<td>Katherine Jager</td>
<td>Present</td>
</tr>
<tr>
<td>Khoja, Faiza</td>
<td>Present</td>
<td>Sergiy Koshkin</td>
<td>Present</td>
<td>Anand Pore</td>
<td>Present</td>
<td>Ruth Robbins</td>
<td>Present</td>
</tr>
<tr>
<td>Jace Valcore</td>
<td>Present</td>
<td>Pat Williams, UCC Representative</td>
<td>Present</td>
<td>Present</td>
<td>Present</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>

I. Call to Order/Introductions: Jane Creighton called the meeting to order. New members introduced themselves to the rest of the committee.

II. Approval of Minutes, 9/27 and 10/4: Minutes from 9/27 were approved. The Committee met on 10/4 however there was no quorum. Meeting notes were kept for that meeting and were also approved. Approve minutes and meeting notes are in Appendix A.

III. UCC Charge to the Committee: UCC provided the Committee with an updated charge:

We charge the GEC with exploring the possibility of making these competencies and their integration more transparent and prominent within the culture of UHD, taking action when possible or otherwise making recommendations to the faculty, provost, and others as to how they might promote this goal. The provost has expressed support for this initiative, and in some cases may be willing to provide monetary or staff support. While the GEC will determine the full scope and direction of the task, some elements might include the following:

- Creating an attractive website that schematizes UHD’s “integrative core curriculum”
- Creating symbols for each competency that are used on the website, around campus, at orientation, on syllabi, etc.
- Inviting faculty from different disciplines to discuss the importance of one or more of the competencies from their disciplinary perspective at events (e.g. orientation) or in video form,
- Creating a common format or template for the syllabi for core courses which identify competencies taught in individual courses to students
The complete charge can be found in Appendix B.

IV. **Gen Ed Committee Notes in Blackboard 2:** Dr. Creighton restructured the Gen Ed Committee notes in BB2 and provided a tour of the revised site. All members should have instructor-level access to add and edit content.

V. **Procedures for review of and feedback for Signature Assignments:** There is a need to establish a formal process for reviewing Signature Assignments. Dr. Creighton has created a rubric (see Appendix C for an example) for each of the outcomes to serve as a guide in the process. She will establish 3 groups of faculty to conduct reviews and develop a process for review and submission of results of the review to the Committee as a whole.

VI. **Assess-a-Fest:** Assess-a-Fest is scheduled for November 17 at 10am in the Milam/Travis rooms. Dr. Creighton requested copies of prior years’ program and activities.

VII. **Adjournment:** The meeting was adjourned 4:00 pm.

VIII. **Next Meeting:** Next meeting of the General Education Committee will be November 1 at 2:30. Dr. Creighton will forward a meeting request and agenda.