I. **Call to Order:** 2:30PM

II. **Approval of Minutes:** Motion to approve 2/7/2018 minutes with minor changes was made by Dr. Robbins, seconded by Dr. Jager, and passed unanimously. Dr. Allaire will make the necessary changes to the minutes and submit a final version to Dr. Creighton via email.

III. **Discussion:**

A. Volunteer to attend March 2 UCC Meeting: Drs. Koshkin, Chan, and Pore volunteered to represent GEC at the March 2 UCC Meeting. Dr. Campbell volunteered to also attend if necessary.

B. Open Discussion: What are the barriers for Gen Ed success?

   - Some faculty have no buy-in
   - Some faculty don’t know or realize that signature assignments have to be done every semester that the course is offered and have to be submitted every time the course is offered
   - Faculty feel overburdened already with the content they cover and/or won’t let content go; Question: How can we help faculty members see that they are already teaching competencies or help them to find ways to bring competencies into their courses?
   - Some faculty feel that having an ACE designation absolves them from having to submit artifacts
   - Question posed to GEC: Could faculty who have worked out how to integrate competencies into their coursework share their process and success?
     - Dr. Creighton wants to put samples together for other faculty to see
     - One of the ways to put together a good assignment is to see an example
   - GEC noted that there are a lot of different conversations that need to happen at the same time; GEC generally felt that a lot of the discussion regarding the lack of artifacts and the quality of the artifacts needs to happen at the department level
     - One-on-one conversations seem to work better; also improves your understanding and you get better at explaining the importance of the artifacts
   - Relationship between department curriculum coordinators and TT/adjunct faculty is key
Dr. Campbell expressed that “we” have a problem with including things (i.e., competencies) we don’t know about and we don’t understand
  • For example, Oral Communication is relatively easy to integrate whereas Personal Responsibility is more difficult
GEC members noted that some faculty members, particularly new faculty members, are expecting their chair to keep them informed about what to submit and when
  • GEC wants everyone to submit two signature assignments, mostly because competencies don’t combine easily
  • Email from the dean? GEC member appearance at department meetings? GEC members connecting with chairs?
Dr. Campbell stressed that we are holding onto whatever has been submitted for intermediate evaluations and long-range analysis
Where are they (faculty) submitting their signature assignments?
Fall 2018, TK20 will be up and running for everyone
Dr. Campbell reminded everyone that paper assignments can be scanned in by her office
What are we going to do?

C. List of department contacts/coordinates to be approached
  • Focus on chairs and coordinators
  • Dr. Creighton passed out department contacts lists; GEC members made corrections and looked at specific departments and colleges
  • Dr. Creighton recommended that GEC members reach out 1-on-1 to faculty members who have not/are not submitting signature assignments
  • Need to make clear that assignments need to be aligned to the competency rubric but they (faculty) are NOT using the competency rubric to score students as part of the assignment
  • GEC members volunteered to reach out and talk to their chairs and department members
  • Dr. Campbell provided some specifics about the competencies and courses that require signature assignment submission
  • Dr. Creighton also asked GEC to have faculty members send her signature assignments that are currently being used

D. Introduce Gen Ed freshmen orientation materials uploaded on bb2
  • Dr. Moosally is inviting input by GEC members on materials for freshmen orientation, specifically the descriptions of the core courses

E. Discuss UCC chair suggestion to extend pilot for a year
  • Dr. Campbell has to report back to the state and will not look good for UHD if we are still trying to collect evidence; we need to start focusing on student achievement and not just getting people to turn signature assignments in
  • It is unclear whether we have the time to extend the pilot another year
  • We need to act on the fact that our students do not write well
  • According to Dr. Campbell, 52% of freshmen – ELA is not preferred language
  • The fact that the pilot is ending should be brought up in 1-on-1 conversations between GEC members and faculty as well as at UCC
  • Tabled for next meeting
IV. **Adjournment**: Meeting was adjourned at 4:00pm

V. **Next Meeting**: The next meeting of the General Education Committee will be Wednesday, March 7, 2018 in Room A701