General Education Committee
Meeting Minutes for February 8, 2019

Committee members attending: Virginia Hemby; Teresa Davis, Karen Reed, Mike Boyle, Alion Ly, Zaf Khan, Janis Brickey, Kate Pantelides, Craig Rice, Patricia Wall, Lee Sarver

Ex-officio members attending: Susan Myers-Shirk, Chris Brewer, Dawn McCormick, Peter Cunningham

Guests attending: None

- ***Call to order*** by Virginia Hemby at 2:03 PM.

- ***Approval of minutes from November 2, 2018***. Motion by Kate Pantelides, seconded by Teresa Davis. Minutes were approved unanimously.

- ***Report on General Education Redesign by Dr. Susan Myers-Shirk.*** Susan reported that she sent out an email on Feb. 2, 2019 to solicit participants for the Gen Ed redesign focus groups. These focus groups are scheduled for February, March, and May. The primary question to the groups is: what should a university-educated person know/be able to do by the time they finish their General Education courses? Dr. Kathryn Brackett has been hired as communications director, and she organized the focus groups. Susan said that she needs the committee to encourage their colleagues to participate in the focus groups. Once the focus group data has been collected, the data will be analyzed to determine what our Gen Ed program is already doing to meet the goals. Susan stressed that everyone who is an employee of the university (including staff, advisors, etc.) is encouraged to participate in the focus groups.

  A strategic planning workshop has been scheduled for April 26th. Participants will be capped at 50. Susan will invite the members of the FLC to participate, and she may invite the Gen Ed committee members to attend as well.

  Susan stated that there will be separate meetings for the students, and that it is extremely difficult to get students to participate in focus groups. She said that she was encouraged to do surveys instead, and to offer prizes as an incentive. There was a discussion as to how to get student feedback. Kate Pantelides suggested that faculty take a few minutes in class to explain to students why their participation is important, and to encourage them to participate. Janis Brickey described a method she uses in class which she felt was effective: she posts large sheets of paper with different issues written on them; she then hands out Post-it notes to students and directs them to stick their notes on the issues they care most about (or students can write comments directly on the notes). Janis said that the students like this method for its anonymity. The committee liked the Post-it note idea, and discussed possible locations for data collection sites throughout the campus. Please see the Appendix for additional description of this data collection method.

- ***Discussion of expenses incurred by our departments that oversee competency assessment.*** Susan stated that she had spoken with the former Gen Ed director, Dr. Sheila Otto. Sheila indicated that in the past, the various programs assessed by the Gen Ed committee (English, Math, and Communication Studies) put together their assessment plans as well as budgets to cover their assessment expenses. Originally Communication Studies recorded the lectures and had coders who watched the videos to score each student's performance; now coders go into the classroom to watch and score in real time. This is a pretty heavy workload, requiring scheduling and time for coding; also they are now using scantron sheets to record the coding. Therefore assessment requires an expense, and these expenses are going up while the budget remains the same. Kate stated that each semester there is a course release to do the scoring, as well as a stipend to do so. Susan asked that the committee consider having the three programs develop a reasonable budget that reflects their current costs, and then bring this budget (via the committee) to Academic Affairs for inclusion in next year's budget. Susan reminded the committee that these competency reports are crucial to our SACS accreditation. Various members of the committee voiced support for this idea.

- ***New business.*** None.

- **Reminders.** Susan reminded the committee that our next meeting is on March 15th, when we will review the applicants for the Gen Ed teaching award. The committee as a whole will review the nominations and then decide on a winner. The committee will give out only one award. Susan is currently reviewing the applicants to ensure that each are qualified and meet the requirements for the award. The applications will be placed on a password-protected website so that the committee can examine the applicants ahead of the March 15th meeting.

Meeting was adjourned at 2:36 PM.

Appendix: Additional clarification of Post-it note data collection method (J. Brickey)

From: Janis Brickey <Janis.Brickey@mtsu.edu>
Sent: Monday, February 11, 2019 1:04 PM
To: Susan Myers-Shirk <Susan.Myers-Shirk@mtsu.edu>; Geeta Maharaj <Geeta.Maharaj@mtsu.edu>; Theresa Mcbreen <Theresa.Mcbreen@mtsu.edu>; Karen N. Reed <Karen.Reed@mtsu.edu>; Dr. Dovie Kimmins <Dovie.Kimmins@mtsu.edu>; Teresa Davis <Teresa.Davis@mtsu.edu>; Virginia Hemby-Grubb <Virginia.Hemby-Grubb@mtsu.edu>; Zaf Khan <Zaf.Khan@mtsu.edu>; Kate L. Pantelides <Kate.Pantelides@mtsu.edu>; Mike Boyle <Mike.Boyle@mtsu.edu>; Chris Brewer <Chris.Brewer@mtsu.edu>; Karen Petersen <Karen.Petersen@mtsu.edu>; Mitzi Brandon <Mitzi.Brandon@mtsu.edu>; Peter Cunningham <Peter.Cunningham@mtsu.edu>; Darlene Fults <Darlene.Fults@mtsu.edu>; Dawn Mccormack <Dawn.Mccormack@mtsu.edu>; Justin Gardner <Justin.Gardner@mtsu.edu>; Craig Rice <Craig.Rice@mtsu.edu>; Aliou Ly <Aliou.Ly@mtsu.edu>; Mark Abolins <Mark.Abolins@mtsu.edu>; Stephen E. Severn <Stephen.Severn@mtsu.edu>; Patricia Wall <Patricia.Wall@mtsu.edu>; Lee Sarver <Lee.SARVER@mtsu.edu>; Camdon Gqathwright <cag6f@mtmail.mtsu.edu>; Aaron Witherspoon <alw9x@mtmail.mtsu.edu>
Subject: RE: February 8 General Education Meeting: Minutes & Agenda

Susan,

I attached three images illustrating the post-it note option I mentioned for student participation during the discovery phase about current general education courses. I used it to gather opinions during a Design-thinking, experiential focused research course in interior design.

- The picture "2016" is from work on Peck Hall. The full class was present gathering opinions from people passing through the courtyard. It was not a good time for traffic. You do see the three sided unit we designed to collect notes. I have it in storage.

- The picture from Science building was using one large board and different color post it notes for the three questions about the Quadrangle space: What do you like? What do you not like? And, what would you change?.

- The last photo (Post it notes) illustrates how we use the notes for documentation during research stage of the design process.

- The international design group is IDEO - https://www.ideo.com/.

I hopes this helps to clarify the process. It is an idea and may not be feasible. We need ideas to make good decisions.

Thanks.

Janis