

UNIVERSITY OF SOUTH FLORIDA
General Education Council
Minutes of August 16th, 2010

Present: Karla Davis-Salazar (chair), Amy Thompson, Phil Levy, Sonia Wohlmuth, Jane Noll, Michael Bowen, Barbara Shircliffe, Pat Maher, Sandra Reynolds, Audrey Powers, Marty Gould

Absent: Roger Boothroyd (excused), Laura Rusnak (excused), Sharon Geiger, Denise Passmore (excused), Jianping Qi (excused), Eleni Manolaraki (excused)

Guests/Ex Officio: Michael Kanning (UGS), Janet Moore (UGS), Diane Williams (C21TE), Felix Wao (IEA), Marvin Moore (IEA), Steve RiCharde (IEA), Bob Sullins, Greg Herbert

The meeting was called to order at 10:04 a.m.

The minutes of May 3rd, 2010 were approved.

Welcome and Introductions

- Chairperson Karla Davis-Salazar thanked everyone for attending the meeting at the different time and place.
- New GEC members Marty Gould, Audrey Powers and Greg Herbert were introduced.

Overview of QEP and Assessment

- To give the proceedings of the GEC in the upcoming semester's context, Janet Moore, Associate Dean of Undergraduate Studies, and Bob Sullins, Dean of Undergraduate Studies, spoke about the relationship between General Education and USF's Quality Enhancement Plan. Also, Assistant Vice President of Institutional Effectiveness and Assessment Steve RiCharde spoke about the assessment needs related to SACS accreditation and Gen Ed.
 - i. Janet Moore discussed the important role of General Education in the University's Quality Enhancement Plan, as found in the INSPIRE document. She noted the importance of documenting continued improvements in USF Gen Ed program for inclusion in the SACS report. A document was distributed including a set of 6 suggested priorities for the council:
 1. Complete FKL Course Approvals
 2. Solicit and approve new Capstone courses
 3. Determine and implement recertification process.
 4. Review and interpret gathered assessment data
 5. Utilize assessment data to improve student learning
 6. Encourage faculty development regarding Inquiry-based learning
 - ii. Bob Sullins expressed his great appreciation for the work of the Council, noting that the General Education requirement is the only requirement that applies universally to all undergraduate students. As a result, it is important that the decisions of the council are thoughtfully made.
 - iii. Steve RiCharde explained the relationship between the Council, General Education, and SACS reaccreditation needs. He highlighted the real risks associated with SACS reaccreditation and the importance of learning outcomes assessment. A document detailing the degree to which the FKL Core Areas and Dimensions are being assessed was distributed and discussed. Most areas are compliant but a few need more work. Janet Moore and the Faculty Assessment Coordinators are working to refine assessments and engage with faculty. RiCharde noted that QEP assessment

was OK for the 5-year report, which is due soon, but that more work will be needed to provide adequate documentation for the 10-year report.

New Business

- **GEC Committees:** Chair Davis-Salazar discussed with the council the organization of the 3 standing committees: Funding, Recertification and Marketing/PR. The council voted on the suggested sizes for each committee: Funding (5), Recertification (6-7), and Marketing/PR (3-4). An email will be distributed to determine who will serve on which committees.
- **Recertification:** A schedule for the upcoming recertification needs was displayed. A cohort of 7 courses is due for recertification in the Spring semester. This small cohort of courses will help us establish the recertification process before larger cohorts come in Fall 2012 and Summer 2013. The most recent report of the Recertification committee suggested 4 main components of the process.
 - i. Account of engagement with GenEd assessment process, including submission of outcome data.
 - ii. Description of processes for course consistency and any substantive changes.
 - iii. Documentation regarding use of Teaching Assistants from GEC-awarded funds.
 - iv. Submission of an updated FKL syllabus.

Previously, the degree to which assessment needs ought to be included as a component of the recertification process was undecided. Chair Davis-Salazar shared information from other Universities, which did not include significant mention of assessment needs. She offered a possible set of criteria that were well-received by the council. These proposed criteria will serve as a starting point for the next meeting of the Recertification committee.

- i. Submission of common course syllabus
 - ii. Description of substantive changes
 - iii. Outline of participation in FKL program assessment, including identified learning outcomes, method of assessment and if used, a learning outcome assignment.
 - iv. A summary statement on the importance/role of the course in the FKL curriculum.
- **Capstones:** Discussion occurred about possibly broadening the conception of the Capstone course in the FKL Curriculum. Currently, the Capstone course is defined as a 3 credit hour class, but this does not allow for alternative Capstone experiences, e.g., internships, theses, study-abroad programs. It was also discussed whether Capstones “in the major” ought to be a part of the FKL. It is not recommended for FKL Capstones to be required to be in the major, but it may serve as a possibility. The original intention of the FKL Capstone was to involve interdisciplinary components in the Capstone. What is meant by “interdisciplinary” was discussed. It is unclear whether Capstone Exits ought to exist at the specific Department or College level, or by Degree Program. The council will continue its discussion of capstones at the next meeting.

The meeting was adjourned at 12:35 pm. The next meeting will be on August 30th at 3pm in SVC5012.