

GENERAL EDUCATION COMMITTEE MEETING
Minutes – March 12, 2008

The General Education Committee met on Wednesday, March 12, 2008, from 12:05 to 12:50 p.m. in the Administration Building, Room 244.

Present: Ex-Officio: Liz Hall (Provost Office), Sue Jones (Official Publications), Sam Oswald (Academic Planning and Assessment), Valerie Paton (Provost Office), DaNay Phelps (Provost Office).

Members: Dorothy Chansky (Visual and Performing Arts), Ray Desrosiers (Engineering and Chairperson), Gary Elbow (Honors), Ernest Fish (Agricultural Sciences and Natural Resources), Tom Kimball (Human Sciences), Linda Krefting (Business Administration), David Lamp (Arts & Sciences), Comfort Pratt (Education), Ben Shacklette (Architecture), Doug Smith (Engineering).

Members Not Present: Frank Durso (Arts & Sciences), Miles Kimball (Arts & Sciences, Faculty Senate), Roger Saathoff (Mass Communications).

I. Announcements

- **Next GEC meeting:** Wed, March 26, 12 – 12:50 p.m., ADM 244.

II. New Business

1. **Multicultural Core Competency Statement:** the following amended wording of the statement was approved: *“Students graduating from Texas Tech University should be able to demonstrate awareness and knowledge of distinctive cultures or sub-cultures—including but not limited to—ethnicity, gender, class, political systems, religions, languages, or human geography.”*
2. **Cross-Listed Courses:** the committee decided that when reviewed both courses must be submitted for approval together and that they will be treated as a unit. See the course approval procedure in the appendix to these minutes.
3. **Courses with Prerequisites in the Core:** categories C, D, G and Multicultural were reviewed. The following courses were eliminated from the Core since they have prerequisites which already satisfy the category:
 - **Multicultural: ARCH2315; ART 3310/3315/3317; MUHL2302.**
 - **Individual or Group Behavior: ANTH3345; PSY 3398/4325.**
 - **Technology and Applied Science: ISQS2340.**
 - **Natural Sciences: no courses were removed.** (*Such a null statement is an assessment finding and is included to satisfy other reporting requirements.*)
4. **At the request of the Industrial Engineering department: I E 4361 is removed from the Core.**
5. **Subcommittee Reports:**
 - **Catalog text revisions:** Sue Jones provided updated catalog copy which includes the Core Competency statements for each category. The text also reflects most of the course inventory changes that have been reported in these minutes since Dec 2007 – Mar 2008. Additional changes are expected before the April 1 catalog copy deadline. The members of this subcommittee are Lamp, Pratt, Smith.

- **Text for the GEC web site:** subcommittee members are Miles Kimball, Tom Kimball, Roger Saathoff (with Sam Oswald assisting). A draft was presented of the text for the GEC web-site. The general framework was approved but the document is still incomplete. This work is on-going.
- **Course Review Procedure:** Committee members Linda Krefting, Gary Elbow and Dorothy Chansky met and presented a draft to the committee members. The draft outlined the Core Curriculum Course Review Procedures and was approved (with minor revisions on 3/14). This document has been posted on the GEC web-site and is listed in the Appendix to these minutes.

6. The meeting adjourned at 12:50 pm.

Appendix to Minutes of Mar 12 Meeting

GENERAL EDUCATION COMMITTEE

CORE CURRICULUM COURSE REVIEW PROCEDURES

General Education Committee Mission and Duties

The General Education Committee (GEC) advises the provost on issues associated with the core curriculum and its assessment. The overall goal of the GEC is to monitor the university core curriculum and to implement a system of assessment and feedback in the core curriculum to ensure continuous improvement and consistent integration from course outcomes to category outcomes to graduation outcomes.

Specifically, the GEC fulfills the following duties:

- Reviewing proposals to include courses in core categories.
- Assessing on a five-year rotation whether the courses in the core are helping students to fulfill the core category outcomes.
- Using these assessments to recommend changes to the core curriculum.
- Reviewing periodically whether the core category outcomes are helping students fulfill the graduation outcomes, as well as whether the graduation outcomes are working as intended.

GEC Criteria for Including Courses in the Core Curriculum

The GEC uses the following criteria to determine whether a course should be included in the core:

- 1) The course should be a 1000- or 2000-level course. (In some situations, the GEC will consider 3000- or 4000-level courses, but such courses must fulfill all other criteria clearly.)
- 2) The course must be designed for any student to take as part of his or her general university education (as opposed to courses designed primarily for a major or specialization).
- 3) The course must not have any pre-requisites within the same core category the course is meant to fulfill (unless there is a clear sequence of courses in the category, such as MATH 1300 and MATH 2300).
- 4) In the case of sequenced courses, both courses must be submitted together and approved as a single category offering.
- 5) The course syllabus must contain the exact wording from the University Catalog for the objective of the Core Curriculum the course is intended to satisfy.
- 6) Cross-listed courses should be submitted together and clearly designated as core course options.
- 7) The course syllabus must begin with a course purpose statement, followed by the competency statement for the category (“ Students graduating from TTU should be able to ...”) then a list of learning outcomes statements. At least one of the outcomes specified by the GEC for that Core Curriculum category must be included in the list of learning outcomes.
- 8) The purpose statement must specify to students that the course fulfills the requirements for a particular core category.
- 9) The learning outcome statements must follow best practices for measurability and include methods of assessment *for each outcome*. (A separate listing of assessment methods does not adequately show how *each outcome* will be measured.)
- 10) The learning outcome statements must align with and contribute to the appropriate core category outcome statement.

GEC Course Submission Procedures

All requests for courses to be included in the core curriculum should be accompanied by the following documentation:

- 1) An application form indicating approval of the request at the departmental and college levels (i.e., departmental and college curriculum committee, appropriate associate dean, etc.).
- 2) The application form should also indicate the prefix, number and title of the course as well as the core curriculum area for which approval is requested (see the application form at the end of this instruction)
- 3) A complete syllabus (or syllabi in cases where a course is taught by different instructors in different sections with individual syllabi). The syllabus must comply with General Education Committee requirements to include the course purpose statement, the category competency statement, at least one of the learning outcomes

- for the category and other learning outcomes, and assessments as appropriate for the core curriculum area in question.
- 4) A statement from the course instructor(s), department chair, dean, or other person responsible for curriculum in the requesting unit explaining in detail how the course meets the core curriculum requirement for which approval is requested.
 - 5) An estimate of how many students will take the course each semester in order to complete a core curriculum requirement, as well as an estimate of the number of sections of the course the unit expects to offer each semester or year.

Review Procedure

- 1) The General Education Committee will evaluate each core curriculum proposal as expeditiously as its agenda permits, generally at the meeting following the submittal of the request.
- 2) Proposed courses are evaluated according to the following criteria:
 - a) Compliance with core curriculum syllabus requirements as indicated above
 - b) Compatibility of the course with the core curriculum learning outcomes and core competency statements
 - c) Compliance with THECB guidelines regarding prerequisites, appropriateness of course level and suitability of course for general student enrollment
 - d) Justification of need for the course to be included within the core curriculum
 - e) Cross-listed courses will be considered together by the committee
- 3) Incomplete proposals or proposals about which the Committee has questions will be referred back to the originating unit along with an indication of the problem or question.
- 4) A negative decision by the General Education Committee will be accompanied by an explanation from the committee chair indicating why the request was denied.
- 5) Decisions of the General Education Committee are advisory and subject to approval by the PVPAA.

Deletion of courses from the core

The General Education Committee has established a five-year cycle for review of the core curriculum. Courses which no longer fit the core requirements or which are no longer active should be identified through this process and removed from the core. However, from time to time a unit may decide to remove a core curriculum course because of changes in departmental curriculum or priorities. In such cases, the department should submit the request for deletion to the chair of the General Education Committee along with a brief explanation for why the request is being made and noting any possible ways the deletion may affect university programs. The committee chair will convey the request to the committee for consideration. Deleted courses will not be removed from the core until the next printing of the university catalog after the PVPAA has approved their deletion.

GENERAL EDUCATION COMMITTEE COURSE APPROVAL FORM

Department and College

Course number and title

Core Curriculum area for which approval is requested

Approval at departmental level (signature)

Approval at college level (signature)

Estimated enrollment per year

Number of sections to be offered per year

Please indicate below why this course should be added to the core curriculum and how it satisfies the specific core curriculum area for which the request is being made.

Person making this request (name and title)

Please attach a general course syllabus or, in the case of multiple sections with different syllabi, a separate syllabus for each section as appropriate.

Please submit all core curriculum course approvals to the chair of the General Education Committee, Office of the Provost, MS 2017

