

2013-2014 General Education Committee Minutes

Friday, August 30, 2013

9:00-9:50 a.m.

Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Michael Ewen, Robert Gordon, Marion Harris, Charlene Myhre, Michael Paolini, Larry Peterson, Dale Sullivan, Beth Twomey, David Wells, Brent Young

Recorder: Kelly Hoyt

**Unable to attend:** Craig Schnell

1. Committee introductions and welcome to new members: Michael Ewen, Rob Gordon, Craig Schnell, Dale Sullivan, and David Wells. Beth Twomey will be taking Char Myhre's place; Justin Wageman will be finishing Brent Young's term; and Craig Schnell is taking a leave of absence for the fall semester.
2. The minutes from the April 24, 2013 meeting as distributed by email on April 24 were approved.
3. Dowdell moved to accept the Consent Agenda Report from Student Petitions Subcommittee.

Student Initials	Request	Subcommittee Recommendation	Committee Decision
K, D	Substitute transfer course, ENG 231: World Literature I (College of Southern Nevada) for Global Perspectives. [Our only vaguely similar precedent is the following: "Student requests substituting one of several courses in English (ENGL 209: Introduction to Linguistics, ENGL 204: World Literature), Education (EDUC 321: Introduction to Teaching, EDUC: 489: Native Americans and Multicultural Instructional Practices), or COMM 212: Intercultural Communication in Global Perspectives. Approved based on coursework 10-23-09.]	2 Approve	Approved
U, V	Substitute previous college work in Chemistry (B.S, M.S. and PhD) for CHEM 117 and 117L.	2 Approve	Approved
T, A	Substitute transfer course BSC 1030: Biology and Human Values (Sante Fe College) for Global Perspectives.	2 Approve	Approved

L, K	Substitute BIOL 150/150L in Science and Technology. (On September 10, 2010, the Committee gave the Registrar's Office permission to grant waivers to sophomores, juniors and seniors who have been disadvantaged by the withdrawal of BIOL 150, 150L, 151, and 151L from the list of approved General Education courses. Those courses are still listed on some curriculum guides as a General Education courses). We approved a similar petition on May 7, 2012.	2 Approve	Approved
K, L	Grant credit for Spanish courses below SPAN 311. (This is a departmental matter. According to <a href="http://www.ndsu.edu/bulletin/colleges/ahss/lang/">http://www.ndsu.edu/bulletin/colleges/ahss/lang/</a> "Credit for Advanced Language Placement A student placed at an advanced level may receive NDSU credit for those courses waived, upon fulfillment of the following conditions: 1. The student has completed no previous college-level credit in that language; 2. The student enrolls consecutively in at least two courses within the same level, i.e., 201-202, (intermediate); 311-312, (advanced); and receives grades of 'B' or better, (courses may not be taken pass/fail); 3. The student submits a petition form obtained from the <a href="#">Department of Modern Languages</a> , signed by the instructor and the department chair."	1 Deny – 1 recommendation to approve Humanities/FA waiver, but deny awarding of credits as this is more of an academic regulations issue.	Davidson moved to approve Humanities/FA waiver, but deny awarding of credits as this is more of an academic regulations issue. Dowdell seconded motion. It was suggested that student can appeal the academic regulations issue with the appropriate department, GE committee would not be responsible party to approve this requirement. Motion was approved.
B, C	Substitute transfer course FCM 0417: Exploring Mind and Body Through Yoga (University of West Minister) for Wellness.	2 Approve	Approved
A, J	Substitute ZOO 494: Individual Study (Climate Change/Yellowstone) in Science and Technology.	1 Abstention, 1 Deny	Davidson moved to deny, Dowdell seconded. Dowdell suggested student re-submit the appeal and explain how this fits into Science & Technology. Motion to deny was approved by 4 to 1.

4. Establish standing subcommittees

Returning Committee Members from last year

- Humanities, Fine Arts, Communications –Marion, Larry, Dale
- Science and Technology& Wellness –Char, Brent, David
- Social & Behavioral Sciences, Quantitative Reasoning– Tom, Rob, Michael E.
- Student Petitions—Cole, Michael P., Craig

Peterson asked if someone would be willing to move from one of their subcommittees to take Schnell's place on the Student Petitions committee for the time being. Dale Sullivan said he would.

5. Consider the proposed revisions to NDUS Policy 403.7 Common General Education Requirement and Transfer of General Education Credits that were presented at the GE Summit in Devils Lake on April 19, 2013.

- Peterson asked for any feedback from committee members. Members can email him or Harris.

6. Update on CULE (Core Undergraduate Learning Experiences) (yearly report attached)

- We are adding Cole as a CULE member
- CULE plans to meet with GE about implementation issues for the yet-to-be-built GE model

7. Possible change in policy to put a hold on students' registration if they have not completed 189 by after a certain number of credits. At this time, this is an FYI for committee members.

**Next meeting will be Friday September 27, 9:00-9:50am in Peace Garden, Memorial Union**

2013-2014 General Education Committee Minutes  
 Friday, September 27, 2013  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Michael Ewen, Robert Gordon, Marion Harris, Michael Paolini, Larry Peterson, Dale Sullivan, Beth Twomey, Anita Welch (for Justin Wageman), and David Wells

Unable to attend: Craig Schnell

1. Members approved the minutes from 08/30/13 meeting, emailed on 08/30/13.
2. Paolini moved to accept the Consent Agenda Report from the Student Petitions Subcommittee.

Student Initials	Request	Subcommittee Recommendation	Committee Decision
G. X	Waive 189. International student changed majors and consequently did not transfer more than 30 credits. (We almost never grant waivers for 189.)	2 Deny—1 approve with conditions	Deny and urge student to submit transcript of previous work. (Dowdell, Ewen)
E, J	Substitute transfer course, BIOL 109: Biology Today (MSUM, 4 credits) into Science and Technology. Student does not include syllabus or course description.	No action necessary. Course was in the data base of GE transfer courses.	

3. The Social & Behavioral Sciences, Quantitative Reasoning subcommittee (Tom, Rob, & Michael E.) recommended that PSYC 221: Psychology at Work, Social and Behavioral Sciences (Category B) (Outcomes 3, 4, 5, 6, & 7) should be recommended to the Faculty Senate as an approved GE course. The recommendation was approved (Dowdell, Wells).
4. Members agreed we should invite the Professional Advisors to nominate a liaison on a trial basis. If this is mutually satisfactory, we will seek to change the committee bylaws.

5. Members discussed implementing a pilot GE assessment project this year.
  - Prior to the meeting, Peterson distributed a draft proposal for a pilot GE assessment project this year.
    - NDSU has its accreditation visit October 19-20, 2015. To respond adequately to Criteria 3 and 4, NDSU will need evidence that we assess student learning in general education.
      - ✓ Under the Voluntary System of Accountability (VSA), NDSU uses the Collegiate Learning Assessment (CLA), which is value-added and performance-based.
        - ❖ Unfortunately, only 38 students completed it as first year students in 2007 and as seniors in 2011. They showed less gain (“value-added”) in four of the five categories than the 30 other schools in the “institutional sample,” but the sample size is so small that we cannot make any valid generalizations. (NDSU’s first-year to senior rate was 13%, compared to 25% for the “institutional sample” as a whole.)
    - Peterson proposed assessing a sample of similar student work from capstones.
      - ✓ He distributed a spreadsheet with 26 courses whose instructors indicated that students complete reports. (This information was collected last year for the DQP Capstone project.)
      - ✓ He suggested sampling capstones that include approximately 25% of the graduates (about 500 students).
      - ✓ We would then draw a stratified sample from those projects to get a reasonable, but representative number to evaluate.
      - ✓ Any student work would need to be “scrubbed” as much as possible of any information identifying the student or the instructor and class.
      - ✓ GE Committee members seem the most likely core group for such an effort.
      - ✓ The actual assessment would entail:
        - ❖ Deciding on one common outcome to evaluate (critical thinking or written communication seem the most likely)
        - ❖ Designing or adapting an assessment rubric
          - The VSA is now accepting the use of the AAC&U’s VALUE rubrics in Critical Thinking and Written Communication as an alternative to the CLA.
        - ❖ Norming the evaluations against the rubric
        - ❖ Scoring the samples with the rubric
        - ❖ Analyzing the results
        - ❖ Reporting the aggregate results to the campus
  - Members seemed to see this as a needed and positive step. Both Dowdell and Welch reported on similar projects they were involved with.
  - Peterson will check with the Provost about stipends for those assessing the student work.
  - We will discuss this further at our next meeting.

Submitted by Larry Peterson

**Next Meeting: 9:00, Friday, October 25, Peace Garden**

2013-2014 General Education Committee Minutes  
 Friday, October 25, 2013  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Michael Ewen, Robert Gordon, Michael Paolini, Larry Peterson, Dale Sullivan, Beth Twomey, and Justin Wageman

Unable to attend: Marion Harris, Craig Schnell, and David Wells

1. Committee members introduced themselves and welcomed returning member, Justin Wageman, and new member, Connie Eggers.
2. Announcements:
  - ✓ Dale, Marion and Larry will be attending the North Dakota GE Summit in Bismarck next week.
  - ✓ The CULE (Core Undergraduate Learning Experiences) committee is in the model building phase for General Education. CULE members from the GE Committee include Cole, Marion, Beth, and Larry. They are reviewing four different models and will be formulating a single model. They will want to talk with the GE committee possibly at the November meeting to get input/feedback.
  - ✓ A candidate is being interviewed next week for the GE Director position. Larry will work with this individual for a while and then this person will chair the meetings and Larry will be on the committee as a representative for assessment.
  - ✓ The Ad Hoc committee for Curriculum Approval and Review is in search of someone to chair this committee. They are looking for someone who is familiar with the reports needed by Academic Affairs, General Education, Program Review, and University Assessment. The goal is to review what their purposes are and to see if their reports can be streamlined or combined and if there is any way to downsize or eliminate some committees by combining what they are doing into another committee.
3. The revised minutes from 09/27/13 meeting, emailed on 10/03/13 were approved.
4. Dowdell moved to accept the Consent Agenda Report from the Student Petitions Subcommittee.

Student Initials	Request	Subcommittee Recommendation	Committee Decision
S. K	Waive one credit of Science and Technology requirement because of mistaken advice from professional advisor. Appeal is from advisor. (We approved waivers of credits in Science and Technology on 02/13/08 and 03/12/08, but those did not involve mistaken advice. We did waive 3 credits in Humanities and Fine Arts on 03/24/11 based on mistaken advice.)	Approve based on mistaken advice from advisor.	Approved unanimously.

5. Discuss implementing a pilot GE assessment project this year.
  - Larry will send out the AAC&U VALUE rubrics for Written Communication and Critical Thinking to committee members. Those outcomes would be the best ones to assess. The GE assessments for 2013-14 and 2014-15 can be the baselines to compare the learning from the old GE system with that of the new model.
  - Dale felt that the Critical Thinking rubric was not a good tool because it seemed designed for polemic essays rather than the wide variety of writing contained in reports. He thought Written Communication was a more obvious choice.
  - Members discussed how to get a random, but representative sample of student work. Students complete reports in the capstone in every college except Business. Should we sample by course or by college? We want to be sure to document and acknowledge the limitations of whatever we do.
  - After some discussion, Larry asked Justin and Robert to come up with a plan for getting a random, but representative, sample.
  - Cole will provide student enrollment data on the courses and can provide other information if this would be helpful.
  - Connie suggested including critical thinking in the Upper Division Writing courses and assessing it there because everyone has to take those classes.
  - More discussion will take place at the next meeting after hearing from Justin and Robert and their plan to gather the samples of student work.

**Next meeting will be Friday, November 15, 9:00-9:50am in Peace Garden, Memorial Union**

2013-2014 General Education Committee Minutes  
 Friday, November 15, 2013  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Marion Harris, Larry Peterson, Craig Schnell, Dale Sullivan, Beth Twomey, and David Wells

Unable to attend: Michael Ewen, Robert Gordon, Michael Paolini, and Justin Wageman

Housekeeping:

- Amy Rupiper Taggart has accepted the GE Director position. Her duties will begin in January and will be gradually taking over as Chair of this committee.

1. The revised minutes from the meeting on 10/25/13, emailed on 10/25/13 were approved.
2. Dowdell moved to accept the Consent Agenda Report

Student Initials	Request	Subcommittee Recommendation	Committee Decision
K, L	Substitute SPAN 330: Introduction to Spanish Civilization into Global Perspectives. Student provides course description, but does not provide a syllabus or specifically address global perspectives definition. (We approved SPAN 311 for Global Perspectives on 04/24/13 and SPAN 312 for Global Perspectives on 01/20/12. We approved SPAN 331 for Cultural Diversity on 01/16/13.)	3 Approve	Approved
G, A	Substitute transfer course LLEA 13186: Self and Other in Modern Japanese Fiction (University of Notre Dame) into Diversity. Student provides course description and specifically addresses global perspectives definition. Student does not provide a syllabus.	3 Approve	Approved
K, M	Substitute transfer course HIS 211: Modern Asian History (Iowa Central Community College) into Diversity. Student does not provide a course description, a syllabus, or specifically address global perspectives definition.	1 Approve 2 Deny	Harris moved to deny requesting revisions from the student, including explaining how the course met this general education category, and providing a course description or a syllabus. Wells seconded the motion. Denied unanimously.

3. Members discussed the next steps for a plan to implement a pilot GE assessment project this year.
- Members discussed Gordon and Wageman's recommendation on how to get a random, but representative sample of student work from the capstones in which students complete a report.
  - Peterson suggested reviewing about 50 reports, but we need more information on what would be a good sample size.
    - Peterson suggested waiting until Gordon and Wageman are in attendance to determine what a good sample size is to review out of the 500 students in these courses.
  - Because this is a pilot run and our goal is to get a snapshot of the student body as a whole, member agreed that we do not need to ensure that students from each class or college are represented.
  - Members had a long discussion about the value of this exercise. For example, how can it provide helpful feedback to departments, but still guarantee faculty anonymity?
  - Harris suggested that since this is an exploratory exercise, we should ask departments to select one good and one bad report and review it and pass that information on to the committee so we can see what the departments are evaluating. She's concerned that with our lack of expertise in certain areas, we won't be able to review fairly and accurately. This would make it more of a grass-roots effort about building understanding about students' best work. We could also link it to the DQP capstone project completed last year.
  - It was decided to continue this conversation at the next meeting.

#### 4. New Business

- In May 2012, UNIV 151: Science and Society was overlooked as being approved as a Gen Ed course for Global Perspectives. Larry asked committee members to vote on this and if approved he will present it to the Faculty Senate from the floor on Monday, November 18.
  - ✓ During spring 2012 the GE committee asked Kenton Rodgers to provide additional information in the template and the syllabus as to how this course fit into Global Perspectives. He submitted the requested materials, but because this was done at the last Senate meeting at the last moment, it was only approved as a Science course.
    - Connie suggested having a description of courses in Campus Connection that would be more specific about what the course entails as students don't get to see the syllabus until they are in class. It would be even more helpful to have the syllabus housed on the website so students can access it to see what the course will entail.
  - ✓ Marion moved to approve this course as a Gen Ed for Global Perspectives. Dale seconded the motion. The motion was approved unanimously.

#### Discussion:

- Connie would like a campus wide note to be sent out that it was approved since advising is taking place and it would be beneficial for students and advisors to know of this option.

**Next Meeting Friday, December 13 at 9:00 am in Peace Garden**

2013-2014 General Education Committee Minutes  
 Friday, December 13, 2013  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Michael Ewen, Robert Gordon, Marion Harris, Larry Peterson, Craig Schnell, Dale Sullivan, Beth Twomey, Justin Wageman, and David Wells

Recorder: Kelly Hoyt

Unable to attend: Michael Paolini

1. The revised minutes from meeting on 11/15/13, emailed on 11/15/13 were approved.
2. Dowdell moved to accept the unanimously approved Consent Agenda Report with the exception of the split decisions and the last item for discussion. Harris seconded the motion.

Student Initials	Request	Subcommittee Recommendation	Committee Decision
M, S	Waive Wellness due to Air National Guard basic training and technical school. (We have no consistent policy on this. Students must address the Wellness requirements and make a good case. A few years ago Bob Harrold and RaNelle Ingalls examined the material on basic training from the various services, only the Coast Guard clearly met the Wellness requirement with the information they provided.)	1 Approve 2 Deny	Davidson moved to deny. Harris seconded. Student did not clearly address Wellness components. Denied unanimously
C, C	Substitute BIOL 150/150L into Science and Technology. (On September 10, 2010, the Committee gave the Registrar's Office permission to grant waivers to sophomores, juniors and seniors who have been disadvantaged by the withdrawal of BIOL 150, 150L, 151, and 151L from the list of approved General Education courses. Those courses are still listed on some curriculum guides as a General Education courses. We approved similar petitions on May 7, 2012 and August 30, 2013.)	3 Approve	
O, C	Waive Cultural Diversity because student lived in Switzerland for five months at the University of Fribourg. Only 2.25 credits were transferred.	2 Approve 1 Deny	Ewen moved to approve based on time student spent overseas. Dowdell seconded. 1 nay, rest aye. Motion approved.

M, C	Substitute four transfer courses from Northwest College in Powell, Wyoming (PEAC 1041: Women's Self Defense, PEAC 1046: Beginning Pilates, PEAC 1273: Weight Training/Conditioning, and PEAC 1294: Beginning Yoga) to complete Wellness.) Student includes syllabi. (Students must address the Wellness requirements and make a good case.)	3 Approve	
M, C	Substitute transfer course from Northwest College in Powell, Wyoming (ENGL 1020: English II, Introduction to Literature) for ENGL 120: College Composition II (course transferred as equivalent to ENGL 220: Introduction to Literature) Student includes syllabus. (On November 8, 2011 we denied are request to substitute Inquiry 100 from Concordia because that course did not include sufficient emphasis on revision and writing process to be equivalent to ENGL 120.)	3 Deny	
T, L	Substitute SPAN 311: Spanish Conversation and Composition I or SPAN 312: Spanish Conversation and Composition II into Global Perspectives. (We approved SPAN 311 for Global Perspectives on 04/24/13 and SPAN 312 for Global Perspectives on 01/20/12.)	3 Approve	
G, A	Waive Wellness due to prior, non-credited, coursework at Notre Dame (PE 10001: Physical Education and PE 11001: Contemporary Topics I). Student includes course descriptions. (Students must address the Wellness requirements and make a good case.)	2 Approve 1 Deny	Harris moved to approve. Ewen seconded. Approved unanimously
K, D	Waive Cultural Diversity based on life experience or substitute SPAN 311 into Cultural Diversity. (See T, L above for SPAN 311. We have not previously acted on a Cultural Diversity request for SPAN 311).	2 Approve 1 Deny.	Ewen moved to approve based on course description and pre-requisites. Harris seconded. Approved unanimously
S, K	Substitute two transfer courses from study abroad (Athena Abroad, IPGP 101: Modern Greek Language I and IPGP 300: Women's Studies: The Goddess) into Humanities and Fine Arts. Student summarizes coursework.	3 Approve	
M, T	Substitute ANTH 111: into Humanities and Fine Arts instead of Social and Behavioral Sciences. Includes letter of support from advisor. (On May 17, 2011 we denied a request to have ANTH 450: Cultural Anthropology count as a Humanities and Fine Arts course.)	3 Approve	Sullivan moved to deny. Gordon seconded. Anthropology is not a Humanities course and it sounds like advisor may have misadvised student but does not indicate that. Denied unanimously

3. The Humanities, Fine Arts, and Communication Subcommittee recommended that the transfer course from Guangzhou University: Outline of Modern Chinese History should be approved as a two credit Humanities course. Wells seconded this motion. The committee approved this unanimously. Peterson will notify Dr. Yong Bai in Construction Management and Engineering of the decision.
4. Peterson stated that we will continue the conversation from the last meeting on what the next steps are to implement a pilot GE assessment project this academic year.

**Next Meeting, Friday, January 17<sup>th</sup> at 9 am in Peace Garden**

2013-2014 General Education Committee Minutes  
 Friday, January 17, 2014  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Michael Ewen, Robert Gordon, Marion Harris, Michael Paolini, Larry Peterson, Dale Sullivan, Amy Rupiper Taggart, and Beth Twomey

Recorder: Kelly Hoyt

Unable to attend: Craig Schnell, Justin Wageman, and David Wells

1. The committee welcomed Amy Rupiper Taggart and introduced themselves to her. Rupiper Taggart will eventually take over as the Chair of this committee and Peterson will represent only the University Assessment Committee.
2. The minutes from the meeting on 12/13/13, emailed on 12/13/13 were approved.
3. Consent Agenda Report from Student Petitions Subcommittee: Davidson, Paolini, and Sullivan.

Student Initials	Request	Subcommittee Recommendation	Committee Decision
A J	Waive ENGL 110. In Fall 2008 the student earned a B in ENGL 110 at LRSC. In Fall 2009 the student mistakenly re-took an equivalent course, ENGL 1101 at MSTC and earned an F. In Fall 2010 the student earned a B in ENGL 1102 (equivalent to ENGL 120) at MSCTC. In Fall 2012 the student earned a B in ENGL 324: Writing in the Sciences at NDSU. Because of NDSU's repeat policy the attempt with grade of 'F' is currently recognized (In February 2007 the Committee approved a request from a student who failed BIOL 150 at NDSU, but, on the advice on an NDSU staff member, re-took BIOL 150 online from NDSCS and passed. In September 2010 the Committee approved the request of a student to waive the requirement (but not transfer the credits or grade) for a student who failed ENGL 110 at NDSU, but completed ENGL 110 at NDSCS with a grade of A. The student also completed ENGL 120 at NDSU with a grade of B and ENGL 325 at NDSU with a grade of B.)	2 Approve 1 Deny	Dowdell moved to approve. Sullivan seconded. Approved unanimously.
O C	Substitute FREN 311 & 312 in Humanities and Fine Arts. Student did not earn a B in FREN 312 and consequently did not get placement credit for FREN 101, 102, 201, & 202.	2 Approve 1 Deny	Ewen moved to approve. Sullivan seconded. Approved unanimously. Davidson will check with the college liaisons to see if there are any courses (particularly Languages) that should be included on the known GE equivalent list.

K D	Substitute transfer course CS 1107: Introduction to Computers (Bemidji State University) into Science and Technology. Student includes the course syllabus.	2 Approve 1 Deny	This was denied by a subcommittee member in error. This was approved unanimously.
K D	Substitute ENGL 2152: Argument and Exposition (Bemidji State University) for ENGL 120: College Composition II. The student includes a syllabus for a different course.	2 Deny 1 Approve	Dowdell moved to deny. Sullivan seconded. Denied unanimously.
N J	Substitute BIOL 150 into Science and Technology category. Appeal filled out by College Liaison in R&R. An error in the build of the academic advisement report was not caught and the report indicated to the student that BIOL 150 does satisfy sci/tech requirement. The error has since been fixed.	3 Approve	Approved

4. Discussion on what the next steps are to implement a pilot GE assessment project this year.

- Ruper Taggart and Peterson met twice to discuss this and they propose assessing student work in spring semester capstone courses using sub-points of the new University Learning Outcomes that were approved by Faculty Senate last spring. The committee could analyze to what extent the student work provided evidence that students could:
  - Skillfully use high-quality, credible, relevant sources (Communication Outcome)
  - Evaluate the assumptions, evidence, and logic of competing views and explanations (Critical Thinking, Creative Thinking, and Problem Solving Outcome)
  - Evaluate, synthesize, and apply evidence (Critical Thinking, Creative Thinking, and Problem Solving Outcome)
- The focus will be on university-wide trends, not evaluating the performance of individual students, courses, or faculty.
- Peterson proposed asking instructors of capstone courses taught this semester to send us examples of work one student sample that exceeded their overall expectations on the assignment, one that met their expectations, and one that did not meet their expectations. These examples will be sent to Kelly Hoyt and she will track the information/demographics of the student so we have that information if we subsequently want it. The examples will be scrubbed of any identifying information prior to any committee members seeing them.
- The committee members can start by reviewing the high expectation reports before we actually meet. They will be divided among committee members to review and note the specific characteristics that provide evidence that students have met the bullet (e.g. “What do you see when a student has skillfully used high-quality, credible, relevant sources?”). Harris and others suggested having two people review each one so we can learn from each other.
- At the first meeting, members will share and discuss their conclusions based on student work which exceeded instructors’ expectations and note what trends we see across the campus.
- Members can follow the same or similar procedures to review and discuss samples of student work that met or did not meet the instructor’s expectations.
- Members discussed how specific our request to the capstone instructors should be. We want to make this is easy as possible for faculty members and not make them feel like it’s a daunting or threatening task. We may just want to make it simple and ask them to send

the electronic examples of student work in which the assignment required them to use and evaluate sources.

- We should provide a brief explanation of what characteristics the student work should include. We need to emphasize that we are exploring student work across disciplines at NDSU. We are not “re-grading” the student work or evaluating the faculty or the class.
- Harris suggested letting faculty know we will be requesting this information as soon as possible in case if they want to tweak the assignment to better fit our request.
- Peterson has requested information from Marie Gordon in Registration and Records about which capstone courses are being offered this semester and who is teaching them.
- Peterson will create a more definitive draft plan and send out to all committee members for review and feedback.

**Next meeting, Friday, February 7 at 9 am in Peace Garden.**

2013-2014 General Education Committee Minutes  
 Friday, February 7, 2014  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Robert Gordon, Marion Harris, Larry Peterson, Craig Schnell, Dale Sullivan, Amy Rupiper Taggart, Beth Twomey, Justin Wageman, and David Wells

Recorder: Kelly Hoyt

Unable to attend: Michael Ewen and Michael Paolini,

1. The minutes from meeting on 01/17/14, emailed on 01/17/14 were approved.
2. Consent Agenda Report

Student Initials	Request	Subcommittee Recommendation	Committee Decision
S, A	Substitute BIOL 150 into Science and Technology. On September 10, 2010, the Committee gave the Registrar's Office permission to grant waivers to sophomores, juniors and seniors who have been disadvantaged by the withdrawal of BIOL 150, 150L, 151, and 151L from the list of approved General Education courses. Those courses are still listed on some curriculum guides as a General Education courses. We approved similar petitions on May 7, 2012 and August 30, 2013.)	2 Deny 1 Approve	Rupiper Taggart moved to approve based on the course having more rigor than what would be expected of a gen ed course. Wells seconded.  4 – approve 3 – deny 1 – abstain  Motion approved.
C, A	Substitute transfer course (EMSC 1462: Emergency Medical Responder, St. Cloud Tech. and Community College) into Wellness category. Student provides explanation and syllabus. (On April 19, 2002, the Committee approved the petition from a student to have the course in CPR and First Aid from NDSCS fulfill the wellness requirement. The approval was based on the fact that she/he had almost completed general education classes at NDSCS before transferring the NDSU and that this course would have met the requirements at NDSCS.)	3 Approve	Approved
*Added Item	College of Engineering would like to substitute ENGR 291 (Worldclass Engineering I) for UNIV 189 for the 32 students who took this course in Fall 2013. Syllabus attached.		Wells motioned to approve for the students who completed the class last fall. Rupiper Taggart seconded. Motion approved.

3. Members had a spirited discussion about the continuing petitions for substituting BIOL 150 even though the department withdrew it as a GE course in September 2009.
  - Schnell suggested that representatives from the GE committee (Gordon and Rupiper Taggart?) should meet with Wendy Reed to discuss ways of notifying students in BIOL 150 that it is not a GE class. There was no consensus on what to do.
  
4. Peterson presented a revised plan to implement a pilot GE assessment project this year.
  - Dowdell asked if there would be a rubric to follow as a guideline when the committee starts reviewing student work.
    - Rupiper Taggart suggested that rather than a rubric to follow, committee members begin by asking three questions:
      - What are the characteristics of source use in the work that the instructors classified as exceeding expectations?
      - What are the characteristics of source use in the work that the instructors classified as not meeting expectations?
      - What is missing from our point of view? What would we like to see NDSU students demonstrate when they use sources?
    - We would be looking for trends across disciplines for all three questions.
    - This would allow us to report back to the campus on our preliminary study with some recommendations about what seems to be working in terms of developing students' abilities to evaluate sources.
  - Members discussed when and how the committee members would assess the assignments.
    - We agreed that we could gather the student work this spring, but do our assessment next fall.
  - Harris asked if we could practice on some of the reports as a group prior to actually reviewing documents and making notes so everyone is on the same page of what the committee should be looking for.
    - It was decided that Rupiper Taggart will bring papers from her capstone course last fall for the committee to review and practice on.
    - Wells will check to see if there are assignments from the Engineering capstones he can bring as well.
  - Peterson will draft a request to instructors asking for the student work including what the purpose of reviewing these works encompasses so they know what to submit to the committee. This will be reviewed by email.

**Next meeting, Friday, March 14, at 9 am in Peace Garden**

2013-2014 General Education Committee Minutes  
 Friday, March 14, 2014  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Robert Gordon, Marion Harris, Larry Peterson, Amy Rupiper Taggart, and Beth Twomey

Recorder: Kelly Hoyt

Unable to attend: Michael Ewen, Craig Schnell, Dale Sullivan, Justin Wageman, and David Wells

Housekeeping:

- Larry received an email from Michael Paolini (student representative) that he has accepted a new job and will no longer be able to sit on the GE Committee. He thanked Larry for the opportunity to be part of this group and stated that he learned a great deal of the behind the scenes work that goes into general education. Due to Michael's departure, there were only 2 subcommittee members that submitted recommendations on the student petitions for this meeting.
- Due to other conflicts, the April meeting has been moved to March 28<sup>th</sup>. Kelly Hoyt will check on the time and notify everyone as the email she sent out indicated 10 am and she thinks this was in error, she thinks it should be at our regularly scheduled time of 9 am. FOLLOW UP NOTE: the time was confirmed as 9am for the Mar. 28<sup>th</sup> meeting.

1. The minutes from the meeting on 02/07/14, emailed on 02/10/14, were approved.
2. Report from Student Petitions Subcommittee: Cole and Dale. [students initials (last name first)]

Student Initials	Request	Subcommittee Recommendation	Committee Decision
H,B	<p>Requesting to use BIOL 124 and BIOL 111L to fulfill the "lecture/lab pair" requirement under the Science and Technology category. No rationale is provided other than the student's misunderstanding.</p> <p>On 03/27/13 the committee approved the substitution of CHEM 121L as the lab for CHEM 117. This has been done regularly, although the 2004-05 GE Yearly Report noted: "On the basis of feedback from the Chairs and Heads of AFSNR and SM about substitution of courses for the laboratory co-requirement, the Committee agreed that students should complete co-requisite classes and labs and cross-discipline substitutions should be discouraged."</p>	2 Approve	Approved

S,N	<p>Move transfer credit for Hist 100 elective (Social and Behavioral Sciences) to Humanities and Fine Arts credits (comparable to History 101 Western Civ I). Course taken (and transferred) was History 1412 World History, Pre-History to 1500, Central Lakes College, College in the Schools. Transferred as SC/BS because the courses fulfilled goal five (history and the social/behavioral sciences) of the Minnesota transfer curriculum. Petitions include letter from adviser, syllabi and explanation.</p> <p>Very similar case on 11-14-14: Substitute PSEO (dual credit) HIST 1005 Western Civilization (Northwestern College) into Humanities and Fine Arts. Course was transferred in as meeting the Social and Behavioral Sciences category. Determined this was transferred in incorrectly. Approved 11.14.12</p>	2 Approve	<p>Dowdell moved to send this petition to the History department for them to determine if transfer credit Hist 100 is comparable to NDSU Hist 101 course. Twomey made a friendly amendment that the books used to teach Hist 100 are high school level text books. Harris seconded the motion. Committee approved unanimously.</p>
S,N	<p>Move transfer credit for Hist 100 elective to Humanities and Fine Arts credits. Course taken (and transferred) was History 1413 World History, 1500 to Present, Central Lakes College, College in the Schools. Student suggests this course is parallel to History 101 Transferred as SC/BS because the courses fulfilled goal five (history and the social/behavioral sciences) of the Minnesota transfer curriculum. Petitions include letter from adviser, syllabi and explanation.</p>	2 Approve	<p>The same suggestion was made for this petition (same student).</p>
K,G	<p>Substitute ENGL 321 for ENGL 120. Student has taken equivalent of 110 (transfer credit) and two upper division ENGL writing courses at NDSU for a total of 12 writing Communication credits. (Transfer students often have used a second upper division course to get credit for 110 when they have transferred in 120 but not 110.)</p>	1 approve 1 deny	<p>Dowdell moved to approve due to student taking 2 lower division and 2 upper division writing courses total and passing 1 lower and 2 upper. Harris seconded. Approved unanimously.</p>
S,K	<p>Substitute BIOL 150/L into the Science/Technology category. Student claims advisor told him to take BIOL 150 for major requirement. Student also claims that if he knew BIOL 150 was not a GE course he would have taken BIOL 111.</p>	2 Deny	<p>Denied.</p>

- Rupiper Taggart asked if the committee thought something should be sent out to advisors and/or faculty/instructors to let them know that BIOL 150/150L will no longer be approved as a GE substitution, based on the rationale that it was previously and students have been misadvised or weren't aware that it was no longer a GE course. In our denial of the final request, we decided now was a good time to end this particular substitution. Harris suggested that faculty/instructors write it on the board at beginning of classes for the first few days and remind students that this course will not satisfy their GE requirement.

- ✓ Rupiper Taggart will email Wendy Reed as well as heads and chairs to ask that they remind their faculty when advising and teaching to notify students of the above and we will no longer approve petitions based on this reasoning.
3. Updates on pilot GE assessment project this year.
- Peterson reported that emails were sent to department heads/chairs and instructors who teach capstones asking them to submit written reports that evaluate sources that were used at the end of spring semester. There are some who responded and said they require students to use sources in the final project or that the final project is a portfolio rather than a written report.
  - A reminder will be sent in late April to the ones who we did not get this type of notification from asking them to submit materials by May 23 to Kelly Hoyt.
4. New Business: Blanket GE substitution request for Sanford Nursing students - Nursing 315 Transcultural Health Care into Diversity and Nursing 406 Public Health into Global Perspectives.
- A number of committee members had questions regarding these two requests. They decided that Rupiper Taggart will contact Carla Gross and ask for the following information to report back to the committee before a decision is made.
    - ✓ Is this a one-time approval?
    - ✓ Is this for seniors only?
    - ✓ Can we get a copy of the course syllabus? (Davidson will contact Mary Smith, Director of Student Services and Assistant Professor at Sanford College of Nursing to request this.)
    - ✓ Would like to see evidence that Public Health is global and not just discussing issues in the US.
    - ✓ Have students already taken these courses?
    - ✓ If they have not, and this course is going to continue to be offered to students, could it incorporate more discussion about Global perspectives to satisfy that requirement?
  - Harris will be absent from the next meeting but she gives her approval for the above being substituted if these questions can be answered and the information requested is received.

**Next meeting is Friday, March 28<sup>th</sup> at 9 am in Meadow**

2013-2014 General Education Committee Minutes  
 Friday, March 28, 2014  
 9:00-9:50 a.m.  
 Meadow Room, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Michael Ewen, Robert Gordon, Larry Peterson, Amy Rupiper Taggart, Beth Twomey, Justin Wageman, and David Wells

Recorder: Kelly Hoyt

Unable to attend: Marion Harris, Craig Schnell, and Dale Sullivan

1. The minutes from 03/14/14, emailed on 03/17/14, were approved.
2. Consent Agenda Report from Student Petitions Subcommittee: Cole, Michael E., and Dale.

Student Initials	Request	Subcommittee Recommendation	Committee Decision
NB	Substitute transfer course (HSC 2215 Nutrition for Health and Wellness, St. Scholastica) into the Wellness category. Student provides no syllabus and no explanation of how it meets the Wellness outcomes.	2 Deny	Dowdell made a motion to deny the request and notify the student they can resubmit with more information. Peterson seconded the motion. Motion passed to deny.
WA	Substitute CSci 145 (taken at NDSU in 1998) into the Quantitative/Reasoning category. Student claims the course is comparable to CSci 114 (currently a GE course in the R category). CSci 145 was not a GE course in 1998. Course descriptions for both courses are included. Student provides no syllabus and no explanation of how it meets the Quantitative/Reasoning outcomes.	2 Deny	Dowdell made a motion to deny the request and notify the student they can resubmit with more information. Peterson seconded the motion. Motion passed to deny.
EB	Substitute transfer course (Family Sciences 135, Jamestown College) into the Science and Technology category. Student compares class to UNIV 151: Science and Society.	1 Approve 1 Deny	Peterson made a motion to deny. Wells seconded the motion. Motion passed to deny.
GI	Waive UNIV 189 based on student's abilities to meet its outcomes. (We almost always reject these waivers and require students to work with UNIV 189 as mentors.)	2 Approve	Approved because the student had substantial credits and made a very strong and specific argument about having met each outcome.

- It was suggested that the appeal form be revised or clarification by adding examples of documentation, such as syllabi and assignments, to the form. Davidson will revise this form and send out to the committee when completed.

3. Update on requests to inform students and faculty about the end of the BIOL 150/150L substitution.
  - Rupiper Taggart contacted Wendy Reed and heads and chairs, requesting that they remind their faculty when advising and teaching to inform students that BIOL 150/150L will no longer be approved as a GE substitution, based on the rationale that it was previously a GE course and students have been misadvised or weren't aware that it was no longer a GE course. Rupiper Taggart will send a reminder in the fall to these people again.
  - Rhonda Magel said she knows of one petition that will be coming through with a request for BIOL 150/150L substitution that she hopes the committee will still consider because it related to poor advising documents.
4. Update on blanket substitution for Sanford Nursing students for Cultural Diversity and Global Perspectives
  - Peterson made a motion that the committee should approve this request due to the circumstances that the students have no control over and their schedules are pretty heavily loaded with no room to add courses. Dowdell seconded the motion. The committee approved the motion with the addition of adding the timeframe for students coming into the NDSU Nursing Program from Sanford Fall 2014 to Spring 2016.
5. New Business
  - Wells asked what the GE committee's role was going to be in regards to CULE's work on the new GE model.
    - Peterson and Rupiper Taggart explained that once CULE had completed the model they would present it to the GE committee for any feedback on it. It would also be presented campus wide for additional feedback.

**Next meeting is Friday, May 9<sup>th</sup> at 9 am in Peace Garden**

2013-2014 General Education Committee Minutes  
 Friday, May 9, 2014  
 9:00-9:50 a.m.  
 Peace Garden, Memorial Union

**Members present:** Cole Davidson, Thomas Dowdell, Jr., Connie Eggers, Robert Gordon, Larry Peterson, Dale Sullivan, Amy Rupiper Taggart, Beth Twomey, Justin Wageman, and David Wells

Recorder: Kelly Hoyt

Unable to attend: Michael Ewen, Marion Harris, and Craig Schnell

1. The minutes from 03/28/14, emailed on 04/07/14, were approved.
2. Consent Agenda Report from Student Petitions Subcommittee: Cole, Amy, Larry, and Dale.
  - Peterson moved to accept the unanimous yes and no subcommittee recommendations as listed below. Dowdell seconded. Committee approved unanimously.

Student Initials	Request	Subcommittee Recommendation	Committee Decision
F, K	Requesting to sub EDUC 379 into HUM/FA category.	4 No	Denied
S, L	Requesting to waive one credit of the wellness requirement. Student transferred a one-credit course, which is equivalent to NDSU's HNES 100.	4 Yes	Approved
M, Z	Requesting to waive quantitative reasoning requirement. For reference, NDSU <a href="#">repeat policy</a> (scroll to near bottom of page) and NDSU <a href="#">CLEP exam equivalency chart</a> .	4 Yes	Approved
C, A	Requesting to sub BIOL 151/L into the science/technology category. Student was given an out of date curriculum guide and advice in her first year.	1 Yes, 3 No	Wells said he doesn't understand why a science course doesn't satisfy a science GE requirement. It was explained that the Dept. doesn't want BIOL 150/151 and labs to be GE. Peterson indicated that they are trying to revise the GE guidelines to deal with the issue of courses that meet the learning outcomes but are not approved as a GE course. Motion made by subcommittee is to deny. 1 Nay. Motion was denied.
C, AJ	Requesting to substitute transfer course, ANTH 240 Bioanthropology from Saint Cloud State University, into the Science/Technology category. Course transferred as equivalent to ANTH 205 Human Origins (evaluated by Dr. Goreham in October 2011).	1 Yes, 3 No	Peterson moved to accept subcommittee's motioned to deny. Wells seconded. Motion denied unanimously.

S, R	Requesting to sub SPAN 312 into the GP category. We have approved requests of this type regularly.	4 Yes	Approved
M, J	Requesting to sub CSCI 160 (Intro to Programming) into the Sci/Tech category. 2 precedents for approval.	4 Yes	Approved
C, C	Requesting to sub transfer course, RELS 203 World Religions, into GP category. Course already satisfies Hum/FA requirement.	4 Yes	Approved
G, M	Requesting to substitute two transfer courses (earned abroad), "Written and Oral Communication US TV Crime Drama" and "Cultures of Liminality and Transgression", for COMM 110.	4 No	Denied
D, I	Requesting to substitute FREN 312 into the GP category. Native speaker of French taking upper div class. We have approved requests of this type regularly.	4 Yes	Approved
M, S	Requesting to waive 4 credits of the communication requirement. Student transferred in two 1-credit courses equivalent to ENGL 110 and ENGL 120. Reference GE <a href="#">Policy 10</a> .	1 Yes, 3 No	NOTE: Davidson stated that Registration/Records indicated that courses are equivalent to ENGL 110 and 120, they are going to send to English department to make determination if they actually are equivalent. Peterson motioned to deny but give student the option of taking ENGL 120 and an Upper Division Writing Course or take two Upper Division Writing courses to satisfy this requirement. Wells seconded the motion. Motion Denied and will provide student options.  Peterson made a motion to waive 1-2 credits depending on what option above the student chooses and what the English department's feedback is. Dowdell seconded. Motion approved.
J, L	Requesting to sub SPAN 202 into the HUM/FA and Diversity categories.	4 Yes	Approved
K, K	Requesting to waive one credit of the Social/Behavioral Sciences requirement. Student has taken COMM 114 and is currently enrolled in PSYC 111, totaling 5 credits in the SCBS category (6 credits required). Although NDSU did accept all 92 credits, only four courses (8 credits) were accepted as directly equivalent to NDSU courses; the other 84 credits are either free elective or require additional information from the student to make an evaluation decision. In August 2012 student was notified that additional information was required to make evaluation decisions.	4 Yes	Approved

M, S	Requesting to sub two credits of AS 110 Air Force ROTC Fitness into the Social/Behavioral Sciences - Wellness category. Previously, we have denied these requests on the basis of not completing the academic portion of the category	1 Yes, 3 No	Motion made by subcommittee is to deny. Motion was denied.
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3. Update from Cole regarding the student appeal document and “documentation”.
  - Cole updated language on the form and if everyone is ok with it, Cole will have their IT person update the form online.
    - Peterson motioned to approve the Student Appeal form as revised.
    - Gordon seconded.
    - Motion approved.
  
4. Update on document collection for assessment pilot—Larry
  - Peterson handed out a list of courses that instructors indicated they either didn’t do a written assignment or they don’t use sources in the assignment. There are 16 that have indicated they will not be turning in examples. We have received samples of work from 5 departments so far.
  - At this time capstones are not approved through GE but in the future we will be asking for them to be. They will need to meet critical thinking and communication outcomes, and possibly other ones.
  
5. New Business
  - Semester cutoff dates for appeal submissions (May 1 for spring? Dec. 1 for fall?)
    - Wells made a motion to have the cutoff dates be April 15<sup>th</sup> for spring and November 15<sup>th</sup> for fall.
    - Peterson seconded.
    - Motion was approved.
    - Davidson will update Student Appeal form to include this information and have it updated on the web.

**Next meeting will be Fall of 2014**