

General Education Committee

Meeting Minutes

MEETING DATE: October 5, 2007		TIME: 1:00 p.m.	LOCATION: Academic Affairs Conference Area		
Scribe: Amicka Williams, Administrative Assistant					
Committee Members		Site	Dept	Email Address	A
Dr. Sherri Davis, Chair		Both	Academic Affairs	sdavis@lawsonstate.edu	Yes
Dr. Charles Fowler, Co-Chair		Bessemer	Math	cfowler@lawsonstate.edu	No
Dr. Karl Pruitt		Bham	College Transfer	kpruitt@lawsonstate.edu	Yes
Dr. Shelia Marable		Both	Health Professions	smarable@lawsonstate.edu	Yes
Dr. Charles Murray		Bessemer	Career Technical	cmurray@lawsonstate.edu	Yes
Dr. Alice Milton		Bham	Business & Technologies	amilton@lawsonstate.edu	Yes
Mr. Donald Sledge		Both	Career Technical	dsledge@lawsonstate.edu	Yes
Teheitha Taylor Murray		Bessemer	Business & Technologies	ttaylor@lawsonstate.edu	No
Darlene Martin		Bham	Math	ddmartin@lawsonstate.edu	Yes
Dr. Stephen Monti		Bham	English	smonti@lawsonstate.edu	Yes
V. MasiMasi		Bham	Humanities	vmasimasi@lawsonstate.edu	Yes
Dr. Ann Guy		Bham	Social Sciences	aguy@lawsonstate.edu	Yes
Tom Berryman		Bessemer	Automotive	tberryman@lawsonstate.edu	No
Katrina Swain		Bessemer	Nursing	kswain@lawsonstate.edu	No
Sandra O. Hall		Bessemer	English & Reading	sohall@lawsonstate.edu	No
Dr. Francesca Hitchcock		Bessemer	English & Reading	fhitchcock@lawsonstate.edu	No
Nancy Wilson		Bessemer	Electronics	nwilson@lawsonstate.edu	No
Dr. Tracey Wilson		Bham	Science	twilson@lawsonstate.edu	Yes
Sandra L. Henderson		Bham	Both	shenderson@lawsonstate.edu	Yes
AGENDA ITEM	MINUTES				
Purpose	Dr. Davis welcomed the committee and noted that purpose of the committee would be to assess and evaluate General Education competencies throughout the entire college, regardless of discipline. Dr. Davis stressed the importance of the Committee's role of the College and encouraged all members to commit to the committee and its charge. It was noted that the best meeting time for faculty would be on Fridays.				
Restructure of General Education and Committee Purpose	Dr. Davis discussed the new changes sent down from Administration regarding the restructuring of General Education. She explained that the former General Education Department (on the Bessemer campus) has been divided into specific Academic Departments, to include Humanities, Math, Science, Social Sciences and Health and Physical Education. As a result of this change, the College has created a new General Education Committee, opposed to a department that will continue the overseeing, evaluating and assessing of General Education Student Learning Outcomes and our students (graduates) obtainment of these outcomes. Dr. Davis spoke at great about this important and vital responsibility of the committee and fielded questions as it related to				

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	<p>this responsibility. A question related to Unit Planning surfaced. Dr. Davis said that since General Studies was no longer a department, then a Unit Plan would not be required. The focus will be on Student Learning Outcomes and our assessment and evaluation of those outcomes across all discipline of the college.</p>
<p>SLO Review—Current General Education Outcomes & College-wide Outcomes</p>	<p>Dr. Davis passed out the current General Education Outcomes and the Old Unit Plans for review. Dr. Pruitt provided the group with an overview of both, in particular the findings from each report. Dr. Davis noted that faculty members have commented (and administrators) that some of the wording of the General Education outcomes was too wordy. She also noted that this made it extremely difficult to assess at times because all aspects of what one written on the document was not measureable. Thus, she recommended that the new Committee consider rewriting the Student Learning Outcomes to make them more measureable and to review each in terms of efficacy and tie in to the goals. The Committee reviewed the outcomes and made the recommendation to streamline those like outcomes with the College-wide outcomes. The issue of science as outcome came up. Discussion regarding whether or not that should be a specific outcomes was debated. It was determined that a new General Education outcome, Critical-thinking would be added and that science and other courses would be used to evaluate the outcome. Dr. Davis said that she would update the catalog on the web to reflect the new General Education outcomes. She also noted that it was important to stressed in the minutes that the scope of General Education outcomes have not changed, but the wording and approach to evaluating them has been extended.</p>
<p>Outline of Responsibilities for Evaluation of General Education Competencies</p>	<p>A review of the scope of General Education competencies was reviewed. The team spent approximately one hour going through each outcome and identifying specific assessment tools for each. The committee also reviewed other assessment tools outside of the General Education SLO's that would be used to evaluate General Education competencies. They include the following: Institution-wide SLO outcomes, licensure pass rates in Career Technical Programs and Health Professions, Pass Rates of Developmental Students in College level math, English and reading classes, Employer Satisfaction of our graduates, College Proficiency test scores, Exit Exam and Readiness Exams in Developmental classes, and GPA's of transferred students at 4-year colleges</p>
<p>Q&A</p>	<p>A question related to who is responsible for tracking the data came up. Dr. Davis said that the Committee would address this at the next meeting.</p>

ACTION ITEM

Date Assigned	Action Items	Person Responsible	Status	Date Completed
Oct. 5th	Create a listing of responsibilities for the General Education Committee in terms of collection of data	Sherri Davis	New Item	
End of Minutes				

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MEETING DATE: January 18, 2008		TIME: 1:00 p.m.	LOCATION: Academic Affairs Conference Area		
Scribe: Amicka Williams, Administrative Assistant					
Committee Members		Site	Dept	Email Address	A
Dr. Sherri Davis, Chair		Both	Academic Affairs	sdavis@lawsonstate.edu	Yes
Dr. Charles Fowler, Co-Chair		Bessemer	Math	cfowler@lawsonstate.edu	Yes
Dr. Karl Pruitt		Bham	College Transfer	kpruitt@lawsonstate.edu	Yes
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Mr. Donald Sledge		Both	Career Technical	dsledge@lawsonstate.edu	Yes
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Dr. Stephen Monti		Bham	English	smonti@lawsonstate.edu	Yes
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Dr. Ann Guy		Bham	Social Sciences	aguy@lawsonstate.edu	Yes
Tom Berryman		Bessemer	Automotive	tberryman@lawsonstate.edu	No
Katrina Swain		Bessemer	Nursing	kswain@lawsonstate.edu	No
Sandra O. Hall		Bessemer	English & Reading	sohall@lawsonstate.edu	Yes
Dr. Francesca Hitchcock		Bessemer	English & Reading	fhitchcock@lawsonstate.edu	No
Nancy Wilson		Bessemer	Electronics	nwilson@lawsonstate.edu	No
Dr. Tracey Wilson		Bham	Science	twilson@lawsonstate.edu	Yes
Sandra L. Henderson		Bham	Both	shenderson@lawsonstate.edu	Yes
AGENDA ITEM	MINUTES				
Purpose	Dr. Davis stated that meeting would focus on one area and one area only. She noted that the purpose of the meeting would be on determining who would be responsible for assessing and evaluating specific aspects of General Education.				
Review of Minutes	Minutes from the last meeting were discussed.				
What Will Be Assessed and Measured	The committee reviewed the assessment tools outside of the General Education SLO's that would be used to evaluate General Education competencies. They include the following: Institution-wide SLO outcomes, licensure pass rates in Career Technical Programs and Health Professions, Pass Rates of Developmental Students in College level math, English and reading classes, Employer Satisfaction of our graduates, College Proficiency test scores, Exit Exam and Readiness Exams in Developmental classes, GPA's of transferred students at 4-year colleges, and the CCSSE Comprehensive Report on Student Engagement, Internal Survey Data.				
Review of Data Collection and	Dr. Davis presented a proposed chart outlining specific responsibilities under each. The team discussed the proposal in detail and the following agreement was reached in terms				

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Evaluation Responsibilities	of who is responsible for what. The following was determined: (1) Dr. Davis would be responsible for overseeing the production of the Planning Hearing Binder; (2) Dr. Pruitt would be responsible for working with Chair and teachers (within those divisions) to secure the proper and required documentation that falls under College Transfer courses that are linked to General Education Competencies; (3) Dr. Charles Murray and Donald Sledge will be responsible for working with department chairs and faculty within Career Technical Programs that have cross over General Education and College-wide competencies. (3) Ms. Henderson will be responsible for supplying all library related data; (4) Dr. Davis will be responsible for securing reports off of the L-Drive pertinent to General Education to include the following: CCSSE Final Report, CAPP Reports, Grade Distribution Reports, Blackboard Usage Reports and the College Proficiency Exam, and Internal Survey Data.
Q&A	It was asked if the team could start collecting data. Dr. Davis stated that it will depend on what data. Some data is available but other data will not be available until after the spring semester is over or until state-wide reports have been completed.

ACTION ITEM

Date Assigned	Action Items	Person Responsible	Status	Date Completed
October 5 th , 2007	Create a listing of responsibilities for the General Education Committee in terms of collection of data	Sherri Davis	New Item	January 2008
End of Minutes				

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MEETING DATE: June 5, 2008		TIME: 1:00 p.m.	LOCATION: Academic Affairs Conference Area	
Scribe: Amicka Williams, Administrative Assistant				
Committee Members	Site	Dept	Email Address	A
Dr. Sherri Davis, Chair	Both	Academic Affairs	sdavis@lawsonstate.edu	Yes
Dr. Charles Fowler, Co-Chair	Bessemer	Math	cfowler@lawsonstate.edu	Yes
Dr. Karl Pruitt	Bham	College Transfer	kpruitt@lawsonstate.edu	No
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Dr. Tracey Wilson	Bham	Science	twilson@lawsonstate.edu	Yes
Sandra L. Henderson	Bham	Both	shenderson@lawsonstate.edu	No

AGENDA ITEM	MINUTES
Purpose	Dr. Davis reminded the team about the upcoming hearing and stated that the purpose of the meeting was to gauge where the committee was in terms of its collection of data and interpretation of results, where applicable
Review of Minutes	Minutes from the last meeting were shared and approved.
Team Reports	Each person responsible for the collection of data reported on their progress or lack of progress under each category. Results, where applicable, were discussed as a Committee in terms of how the results should be used for student improvement next year. Dr. Davis stated that missing information needed to be sent to her as soon as possible and definitely prior to the Hearing because she needed to finish the Planning Hearing binder. She also noted that she would not be responsible for interpreting data or making recommendations for improvement. She stated that if you have an area that was not presented at the meeting (today), then your team would be responsible for assessing and evaluating the outcome for the entire team. Following that, each outcome

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	was discussed in detail and recommendations for improvement under each category were noted.
Q&A	Sandra Henderson asked how data should be sent. Dr. Davis asked for information to be sent electronically, via email.
Announcement	Dr. Davis reminded the Committee that the Planning Hearing is open to all. She encouraged members to attend.

ACTION ITEM

Date Assigned	Action Items	Person Responsible	Status	Date Completed
June 5, 2008	Submit missing data and team analysis of results as well as recommendations to Dr. Davis by the close of business next Friday.	All members	New Item	
	End of Minutes			

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MEETING DATE: August 29, 2008		TIME: 1:00 p.m.	LOCATION: Academic Affairs Conference Area		
Scribe: Amicka Williams, Administrative Assistant					
Committee Members		Site	Dept	Email Address	A
Dr. Sherri Davis, Chair		Both	Academic Affairs	sdavis@lawsonstate.edu	Yes
Dr. Charles Fowler, Co-Chair		Bessemer	Math	cfowler@lawsonstate.edu	Yes
Dr. Karl Pruitt		Bham	College Transfer	kpruitt@lawsonstate.edu	Yes
Dr. Shelia Marable		Both	Health Professions	smarable@lawsonstate.edu	No
Dr. Charles Murray		Bessemer	Career Technical	cmurray@lawsonstate.edu	Yes
Dr. Alice Milton		Bham	Business & Technologies	amilton@lawsonstate.edu	No
Mr. Donald Sledge		Both	Career Technical	dsledge@lawsonstate.edu	Yes
Teheitha Taylor Murray		Bessemer	Business & Technologies	ttaylor@lawsonstate.edu	No
Darlene Martin		Bham	Math	ddmartin@lawsonstate.edu	Yes
Dr. Stephen Monti		Bham	English	smonti@lawsonstate.edu	No
V. MasiMasi		Bham	Humanities	vmasimasi@lawsonstate.edu	Yes
Dr. Ann Guy		Bham	Social Sciences	aguy@lawsonstate.edu	Yes
Tom Berryman		Bessemer	Automotive	tberryman@lawsonstate.edu	No
Katrina Swain		Bessemer	Nursing	kswain@lawsonstate.edu	Yes
Sandra O. Hall		Bessemer	English & Reading	sohall@lawsonstate.edu	Yes
Dr. Francesca Hitchcock		Bessemer	English & Reading	fhitchcock@lawsonstate.edu	No
Nancy Wilson		Bessemer	Electronics	nwilson@lawsonstate.edu	No
Dr. Tracey Wilson		Bham	Science	twilson@lawsonstate.edu	Yes
Sandra L. Henderson		Bham	Both	shenderson@lawsonstate.edu	Yes
AGENDA ITEM	MINUTES				
Purpose	Dr. Davis stated that the purpose was to review the Planning Hearing binder from the 2007-2008 school year, congratulate the team on job well done and to set-up a strategy for the 2008-2009 planning cycle				
Review of Minutes	Minutes were reviewed and approved				
Lessons Learned	The team discussed lessons learned from the last planning cycle. Dr. Davis stated that the team did an outstanding job and she was proud to present the General Education findings to the Hearing during the summer. It was recommended that more data collection, particularly from instructors needs to take place during the fall term, opposed to an over reliance to collection during spring term.				
Q&A	Dr. Davis stated that since the structure of how things were to be collected worked out so well, that the team should consider very few changes. The committee agreed and recommended that the previous structure that was adopted last year would stay in place for this year. The structure was reviewed. It is as follows: (1) Dr. Davis would be responsible for overseeing the production of the Planning Hearing Binder; (2) Dr. Pruitt				

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would be responsible for working with Chair and teachers (within those divisions) to secure the proper and required documentation that falls under College Transfer courses that are linked to General Education Competencies; (3) Dr. Charles Murray and Donald Sledge will be responsible for working with department chairs and faculty within Career Technical Programs that have cross over General Education and College-wide competencies. (3) Ms. Henderson will be responsible for supplying all library related data; (4) Dr. Davis will be responsible for securing reports off of the L-Drive pertinent to General Education to include the following: CCSSE Final Report, CAPP Reports, Grade Distribution Reports, Blackboard Usage Reports and the College Proficiency Exam, and Internal Survey Data.

ACTION ITEM

Date Assigned	Action Items	Person Responsible	Status	Date Completed
August 29, 2008	All Committee Members: Collect relevant data that is applicable to your section, if requested or if in charge of particular a section.			
End of Minutes				