

**GENERAL EDUCATION ADVISORY COUNCIL  
MEETING MINUTES  
Wednesday, February 4, 2004  
8:30 a.m. – 10:00 a.m.  
101 Whitehurst Conference Room**

Members: J. Comer, J. Fowler, G. Gates, J. Hattey, S. Weir, N. Jones, P Lumpkin, B. Masters, C. Moder, R. Rohrs, S. Thompson,

**1. General Education Designation Request:**

**AGRICULTURAL SCIENCES AND NATURAL SCIENCES**

AG 3080 – Mexico Agriculture Study Abroad – Request “I” designation, one-time only, effective Summer 2004. **Tabled pending submission of syllabus, corrected on-line form, and clarification of writing assignment.**

AG 3080 – Study Abroad to Ireland – Request “I” designation, one-time only, effective Summer 2004. **Approved “I” effective Summer 2004.**

LA 4990 – Japan Design Study Program, Request “I” designation, one-time only, effective Summer 2004. **Syllabus and course form do not have the same wording. Approved “I” effective Summer 2004, pending correction of on-line form and syllabus.**

LA 4990 – Peru Studio Exchange, Request “I” designation, one-time only, effective Summer 2004. **Approved “I” effective Summer 2004.**

EDUC 2443 – Contemporary Issues in Diversity, Request “S” designation, effective Fall 2004. **Tabled pending clarification of goals.**

**2. General Education Assessment Report – Jeff Hattey**

**Jeff Hattey gave a summary of the 2003 General Education Assessment Report. The General Education Assessment Committee uses the following guidelines to assess the effectiveness of Oklahoma State University’s general education program:**

- **The process must not be aimed at individual faculty members, and departments**
- **The process should be led by faculty members, and faculty participation should be voluntary**
- **The process should use student work already produced in courses, and**
- **The process should assess all undergraduates, including transfer students, because general education outcomes describe qualities expected for all OSU graduates.**

**The committee developed a written communications rubric that is being used throughout the University as an effective assessment tool. Several years of data show that writing by seniors is better than by freshman. The committee also**

developed rubrics for Math and Sciences. Artifacts for math and science from 2002-2003 were studied and the committee found that artifacts from some courses could not be evaluated using the rubrics so artifacts from lower division math and science courses were used. Next summer the General Education Assessment Committee will begin development of a rubric to assess critical thinking and problem solving.

The Assessment Committee wanted to note that they do not believe that Math 1493 fits the criteria and goals for an “A” course.

Jeff concluded by saying that many 2 year institutions have developed and are utilizing writing rubrics but few institutions implement math and science rubrics. Jeff noted that once the committee develops the analytical thought rubric OSU would truly be at the frontline of assessment.

Members of the General Education Advisory Council discussed if all students who complete general education were expected to demonstrate basic competencies (such as math skills learned in college algebra), or if all students should continue improving their skills throughout their undergraduate education (e.g. writing skills of seniors should be better than freshman), or should we expect basic competencies for some general education goals and continued improvement for other goals.

3. **Finalize Proposed General Education Criteria, Goals, and Writing Requirements**  
The proposed General Education Criteria, Goals, and Writing Requirements were shared with Instruction Council, and Council of Deans. All colleges except Business (and ASNR for “I” courses) agreed that proposed writing requirement was good idea. Members asked if administration was willing to provide funding to hire TAs to help grade written assignments in the large classes. Some members of IC suggested that the Faculty Council Budget Committee propose a resolution asking for funding. Dr. Gates mentioned that the Provost has asked that we provide professional development opportunities for faculty to show them how to use the writing rubrics.

General Education Advisory Council passed a motion to approve the General Education Criteria and Goals and the writing requirements as described in the handout.

Proposed description of the writing requirement for H, S, and I courses:

#### Lower Division Courses

- Outside of class writing assignments appropriate to the discipline that are graded with feedback on writing
- Minimum of 5 pages of writing assignments during semester

### Upper Division Courses

- Outside of class writing assignments that give students the opportunity to incorporate feedback in subsequent writing assignments (be revising and resubmitting one assignment or submitting more than one assignment).
  - Minimum of 10 pages of writing during semester
4. **Wording Changes on the General Education Web Form**  
Brenda Masters will be sending an email to the council asking for review of the web form for courses requesting general education designations.
  
  5. **Other Business**

Adjourn: 10:10  
3/3/04