

**MINUTES**  
**UNC PEMBROKE GENERAL EDUCATION SUBCOMMITTEE MEETING**  
**University Center - Room 200**  
**September 28, 2006**

**Call to Order:** Jane Huffman, chair, called the meeting to order at 3:30 p.m.

**Members Present:** Kim Gunter, Jane Huffman, Beverly King, Tom Leach, Jeremy Sellers

**Members Absent:** Carl Danis

**Guests:** Susan Canata, Chair, Academic Affairs Committee; Jeff Lucas, Assistant Professor, History & Social Studies Education Undergraduate Coordinator; Elizabeth Normandy, Director of the UNCP Teaching and Learning Center

**Approval of Minutes:** Minutes of the April 27, 2006 meeting declared approved as presented.

**Approval of Agenda:** Agenda declared approved with one addition: "Work related to General Education Objectives" added under "Old Business."

The meeting began with introductions and comments offered by Susan Canata, Chair of the Academic Affairs Committee, on the policies, procedures, and responsibilities of the General Education Subcommittee. Her comments included the following:

- General Education is a subcommittee of the Academic Affairs Committee
- Committee members may miss no more than two meetings; if a committee member accumulates more than two absences, s/he will be dismissed from the committee.
- The responsibility of the General Education Subcommittee is to review proposals related to General Education courses received from university departments.
- Copies of the minutes and the agenda for each meeting should be sent both to Canata and to Holden Hansen, secretary of Faculty Senate. If changes are made to the minutes at a subsequent meeting, Hansen should receive those changes as well.

**Agenda Item: Report on General Education Assessment Methods & Resources**

Huffman and King worked during the summer (2006) on investigating possible methods of assessing general education objectives. They presented their final report to the subcommittee and members were encouraged to read through it before the October meeting.

Normandy reviewed the time line relevant to SACS: a report will be submitted to SACS in the fall of 2009. One complete general education assessment cycle (data collected and analyzed with changes made based on these) needs to be completed before the SACS report is submitted. Some methods that could be used to assess the general education program may not be feasible given the time frame.

Various scenarios related to assessing general education were presented and discussed by committee members. For example, Leach suggested that the first round of data collection include assessment of all general education objectives and that after this baseline data was collected, subsequent data collection could be done in a cyclical fashion with a few objectives assessed each year over the course of, say, five years.

The General Education subcommittee will make the final decision on what assessment methods to use to assess general education objectives. Decisions also will have to be made concerning issues such as (1) whether to assess all students or only a sample (if the latter, the office of Institutional Research can help with sampling); (2) whether to assess by class or by student; and (3) whether to include transfer students in assessment of general education objectives. As an assessment plan is devised, it may be useful to see

what the university already is using in terms of surveys and tests that could be used to measure general education objectives as well. For example, this year, UNCP students will be surveyed on their use of technology. The results of this survey could potentially be used to help assess the general education technology objective.

**Old Business:**

**Agenda Item: Work related to General Education Objectives**

Huffman gave an overview for new members on what was accomplished last year relevant to General Education goals & objectives. A revised list of goals was approved by the Faculty Senate in the spring of this year. The goal of the subcommittee for the upcoming year is to work on developing a final list of General Education objectives to recommend to Faculty Senate. Huffman will send out to members the draft of revised objectives as formulated by the subcommittee during the 2006-2007 school year.

A suggestion was made that the General Education subcommittee should work with the new Vision & Mission task force (Jesse Peters, Chair) as this task force makes suggestions for revising the university mission statement.

King suggested a timeline for the subcommittee's work in the upcoming year. If all members read and make final corrections to the current draft of new general education objectives, a final draft of these objectives can be approved by this subcommittee in October and be ready to send to the Academic Affairs committee and Faculty Senate. Also at the October meeting, members can select one or more objectives for which they can, by the January 2007 meeting, suggest appropriate assessment methods. A general education assessment plan could be finalized by the end of spring semester, 2007.

**New Business:** None.

**Announcements:** None.

**Adjournment:** Meeting was adjourned at 4:41 p.m.

Respectfully submitted,  
Beverly R. King