January 5, 2016 Meeting Minutes

1. Minutes of November meeting:

Minutes of the November meeting were approved.

1. Update on SLS 1515 for Health Professions:

Tina has opened a discussion thread in SCOPE titled **SLS 1515 with Biology Focus** – Pilot Study for Biology and SLS faculty. This discussion is primarily to identify learning outcomes in BSC 1010 that can best be integrated into the SLS pilot study. Interested faculty are encouraged to participate in this discussion process to see how to best such a pilot course can be designed to help students succeed in their courses without the basic biology background provided by BSC 1010. Faculty who have volunteered to participate in this process are: Vera Verga, Melanie Ulrich, Marcela Trevino, Anjali Misra, Thalia Nittis, Gabe Gaidos, Peggy Romeo, Ann Mantell, Bill Wilcox, Lisa Hermann and Christina Ottman.

1. Update on New Courses and Change of Course proposals

The Curriculum Committee approved the new course BSC 1085C and BSC 1086C. Also approved are the change of course proposals for MCB 2010C and HUN 1201 removing BSC 1010/1010L perquisite from these courses.

1. General Education and Course Level Assessment

Lisa clarified that General Education assessment and Course Level assessment are distinctly different processes and that one does not involve the other. For general education assessment we identify an assignment, a project or a lab report that addresses the primary competency selected for that course and consistent with the rubrics developed for that competency. Course level assessment is constituted by the common course final. A part of the common final cannot serve as an instrument for general education assessment. The following aspects of the Common Final were discussed.

1. We expect that all science courses will have common finals available by Fall 2016.
2. The most important purpose of the common final is to identify areas that need improvement, and adopt and implement steps for improvement. In order to do this efficiently, it was agreed that the April department meeting time slot be used by course supervisors to consult with all faculty teaching the course to document changes that need to be made based on the analysis of the common final.
3. Course supervisors to send the improvement plans to George before the end of the Spring semester.
4. The Department Assessment Coordinator will use these improvement plans to update the Compliance Assist.
5. The need for protecting the integrity of the common final was discussed. It is important that all instructors abide by the terms described in the common final agreement form. Any violation to this will be referred to the Dean for action. Also, it was agreed that faculty who do not use the common final be referred to the Dean.
6. In order that course level assessment may be meaningful, students need to buy into it and view it as a serious part of the course. The question of what role should the common final score play in the final grade was discussed. Tina moved the motion that each course group decide on a policy regarding the contribution of the common final score to the final grade. The motion was carried by a majority vote, and it was decided that this decision be made during the breakout session in the afternoon. For each course this policy will be stated in the grading policy in the syllabus. The following subject groups have reported their decision.
7. The A&P faculty decided that each instructor would decide how much weight, if any, to give the common final exam in determining final grades.
8. For all chemistry courses, at least 5% of the final grade will come from the common final.
9. For all physics courses, the common final will carry equal weight as other tests.
10. For all ISC courses, the common final will carry equal weight as other tests.
11. For BSC 1010 and 1011, all students must take the CFE, and the score must be factored into their overall course grade.

The meeting adjourned at 12:10 PM