

Faculty Assembly Executive Council (FAEC) Meeting Minutes
April 6, 2016
Adler Center: 202
9:30 AM to 11:00 AM

Attendees: Emma Rainforth, Rebecca Root, Jonathan Lipkin, Ken McMurdy, Susan Kurzmann, Roark Atkinson, Susan Eisner, Bonnie Blake, Eva Ogens

Secretary: Mark Skowronski

Guests: none

- 1) Approval of FAEC minutes from March 30, 2016
 - a. Approved.

- 2) Gen Ed Discussion
 - a. Members of the FAEC have modified the Gen Ed governance document. Several additions were made to the document including 1) a timeline for removing courses and 2) a requirement that the new GECCo committee has at least one representative from the library. The FAEC will share these revisions with the Gen Ed Governance Committee at today's meeting.

 - b. In order to balance the faculty's desire to retain responsibility for the Gen Ed curriculum with the administration's need to limit the number of courses in Gen Ed categories, the FAEC proposes the following: GECCo will evaluate Gen Ed course requests using a fixed set of rigorous criteria (that will have the effect of limiting the number of courses per category - *de facto* caps). The FAEC envisions that the following items might be used as such criteria (and included in a GECCo checklist): 1) course level (generally no higher than 200), 2) course content - the majority of the course addressing the Gen Ed content, 3) course outcomes (all the assigned Gen Ed outcomes for the category/course must be in the syllabus), 4) estimates of how many sections would be offered per semester and how often the course would be offered (conveners would need to approve the proposal, including this information), 5) estimates of the number of students who would be taking the course for Gen Ed vs other reasons (major, minor, school core), and 6) and a rationale for inclusion in the particular Gen Ed category. This is a preliminary, non-exhaustive list of criteria.
 - i. When evaluating course requests, GECCo will need to contemplate the following: 1) how many sections would be needed per semester (as an upper limit) - using data from

CSS, 2) that the number of courses is assessable, and 3) whether courses can count in two Gen Ed categories.

- c. Should coordinators (as described in the Gen Ed governance document) be directors? Directors receive some form of compensation (e.g., stipend, release time). As they are being compensated, directors are approved by the Provost. There is a concern that by making coordinators directors, faculty may be less likely to serve in this role (or on GECCO), and that faculty primary responsibility for curriculum may be diminished by administrative “control.” The FAEC supports keeping coordinators distinct from directors for this reason. The recommended model, instead, successfully reflects that used by WAC.
 - i. In order to keep the workload of coordinators and other GECCo members manageable, deans will need to be responsible for coordinating scheduling across the College.
- d. The timeline for Gen Ed working groups has been extended. Working groups have until 3pm on April 20 to submit outcomes.
 - i. There is still some confusion about the use of these outcomes. In some cases, the outcomes will be the rubric for assessment. In other cases, the rubric will need to be created a level down from the outcomes.

3) Announcements for Unit Council

- a. Announce extended deadline for working groups to submit outcomes to GECCo (April 20 at 3pm).
- b. Explain the model that the FAEC is envisioning for selecting members of the new GECCo committee (i.e., GECCo 2). Specifically, the working groups will select a representative to serve as that category’s GECCo rep. This individual may be a current working group member or an individual who has submitted his/her name to the working group facilitator. The individual selected will be the working group facilitator for next year (at which point most working groups will be disbanded) and will be the GECCo rep for the next year. After the first year, these GECCo reps will be elected by the FA.

- c. Remind the faculty that the new GECCo (i.e., GECCo 2) will function, in part, like WAC (approving proposed Gen Ed courses before they go to ARC).
 - d. Remind the faculty of the Provost's coffee hours today (see email open topic).
 - E. Share with the faculty FAEC's discussion of Gen Ed category caps.
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- 4) The Library Renovation Task Force is finalizing its white paper. The task force would like to submit its white paper to the FA for its approval at the next FA meeting. The paper will recommend that the renovations focus on preserving academic functionality. An FAEC rep recommends that the task force include specific estimates comparing the cost of renovating the existing library structure to the cost of building a new library.
 - 5) The FAEC would like to commend Prof. Mark Skowronski for his work as the FAEC secretary.

Gen Ed Implementation Team (GEIT) Governance Committee - Meeting Minutes
April 7, 2015
Adler Center: 203
11:00 AM to 12:00 PM

Attendees: Members of the FAEC (see above) and members of Dean's Council (Deans, Provost)

Secretary: Mark Skowronski

- 1) The FAEC shared its revisions to the Gen Ed governance document with the Governance Committee.
- 2) The FAEC shared with the Gen Ed Governance Committee its proposal to balance the concerns of faculty and the administration re: course caps (see above). Specifically, by using a rigorous set of criteria for approving Gen Ed courses on the front end, GECCo will, *de facto*, limit the number of courses in each category.
 - a. The Provost will need to review such criteria before she can accept or reject this proposal.
 - b. Dean's Council will discuss this document sometime during tomorrow's meeting. Prof. Rainforth will send the Provost the FAEC's preliminary criteria for approving Gen Ed courses.

- c. The deans reiterated their concerns about the need to have an “assessable” limit to the number of Gen Ed courses per category.
- 3) The committee is in agreement that GECCo will decide the cycle for reviewing courses.
- 4) The FAEC emphasized that deans will need to coordinate the scheduling of courses across the college. The Vice Provost of Curriculum and Assessment, who sits on GECCo, can help with this coordination.
- 5) The committee agrees that some type of sunset process be put in place for courses that have not been offered for some time.
- 6) There are no objections about the suggested model for selecting GECCo2 members for next year (see above).
- 7) Perhaps GECCo might recommend a new (or cross-listed) subject code for Gen ED courses.