

**SUMMARY OF NON-CURRICULAR AGENDA ITEMS  
FROM THE UNDERGRADUATE COMMITTEE MEETINGS  
2002-2003**

**October 15, 2002**

- 1) **Overview of 2001-2002 actions** – Dr. Kathleen Koon gave an overview of the actions of the 2001-2002 committee and distributed copies of several documents pertaining to the goals of the committee, the survey on the General Education Outcomes, and responsibilities of the Undergraduate Committee.
- 2) **Election of chair** – Dr. Koon also conducted the election of the chair of the committee for the upcoming year.
- 3) **GEO goal on Information Literacy** – The library administration wants to know how they can help facilitate the General Education Outcomes goal. The library has a document that was distributed at the Undergraduate Committee a couple of years ago. Sonya Shepherd will send this to the committee members as an e-mail attachment and this topic will be on the agenda for the next meeting.

**November 13, 2002**

- 1) **Information Literacy** – The report from the ALA's Association of College and Research Libraries on Information Literacy was discussed. Mr. Smith will invite Dr. Patrick Novotny and another guest to a future meeting of the committee to discuss the topic of attaining the General Education Outcomes goal on Information Literacy.

**February 18, 2003**

- 1) **Information Literacy** – Sonya Shepherd distributed a handout entitled, "Association of College and Research Libraries Information Literacy: Selected Performance Indicators." This is a document describing what information literacy is and how it can be accomplished. Attached to this was a list of the things the information literate student can and/or does do. Dr. Campbell suggested that the committee review these handouts and discuss them at the March meeting. Everyone agreed that this would be the best way to accomplish the goal of determining what the committee can do to assure that students become information literate.
- 2) **Revised Curriculum Forms** – Ms. Nancy Wright presented this agenda item on behalf of the committee that was charged with reviewing the current curriculum forms and developing a set of revised forms. The new forms are in Word and cannot be converted to WordPerfect. The committee reviewed each of these forms and made comments or suggestions. The new process will be for each college to submit an electronic version of their agenda items to be combined with all other colleges' agenda items and then posted on an electronic bulletin board. The agenda would be posted on the electronic bulletin board two weeks prior to each meeting of the Undergraduate and Graduate Committees, which will mean that the agenda must be submitted to the Registrar's Office three weeks before the scheduled meeting. Any discrepancies or questions concerning any of the items should be addressed to the appropriate dean. The completed signature page, including all signatures through the Dean of the College, should accompany each agenda item. The revised Curriculum Form A, to be used for course changes, has several drop-down menus to simplify completion of the form. A second page to Form A lists the

questions that must be answered for each new or revised course. Form B is for proposed new or revised programs and this form also has a signature page that must be completed and must accompany each proposal. Following discussion, several changes were suggested. Ms. Wright will make the changes on the forms and they will be forwarded to the committee members for review. A M.Smith/Dallas motion to approve the forms with the suggested changes was passed unanimously.

- 3) **Schedule of Classes** – Sonya Shepherd brought up the matter of printed “Schedule of Classes,” stating that students download the entire schedule in the library because of the difficulties reading the web-based document. Dr. Mary Smith said her position is that the faculty need the hard copy of this publication in order to advise students. Mr. Deal stated that a PDF file is available for faculty who wish to download a hard copy. Dr. Smith questioned the feasibility of not printing the booklets, at a cost of approximately \$13,000, against the cost of students printing so many pages and pages off the web.

### **March 26, 2003**

- 1) **Annual Review of Senate Standing Committees** – Dr. Dallas and Dr. Campbell will be meeting with Dr. David Allen, Chair of the Senate Executive Committee, to discuss the functions of the Undergraduate Committee. Dr. Dallas distributed two handouts. The first was the report that Dr. Kathleen Koon, former chair, had presented to the committee on October 15, 2002. There are several recommendations on this report that have not been met. One of the recommendations that needs to be implemented is the development of the “Summary of Actions” list. In conjunction with this, it was suggested that it would be helpful to maintain a list of non-curricular actions by the committee. Both of these lists should be placed on the web as a source for quick reference. Another recommendation that has not been met is to develop an “Operating Code for the Undergraduate Committee.” Dr. Dallas’ second handout was a copy of the “Operating Code for the Graduate Committee.” Using this as a guideline and with input from Dr. Dallas, Dr. Mary Smith and Mr. Fred Smith will draft a “code” to be presented at the April meeting of the committee. Dr. Dallas suggested that it might be good to review the basic function of the committee. One area of concern expressed by the committee is that when the agenda is so long, the members feel overwhelmed by the amount of information they have to review and absorb before the meeting. This is mainly during the December and January meetings when the colleges are trying to meet the catalog deadline. It was suggested that the committee meet on both Tuesday and Wednesday in January, dividing the agenda equally between the two days.
- 2) **Information Literacy** – Mr. Fred Smith began the continuing discussion on Information Literacy. One of the goals of the General Education outcomes is to decide what kind of students we want to produce, and then determine if we are doing what we need to do to produce these students. One suggestion is to have the colleges review the majors in their respective colleges to determine if the programs are meeting the goals of the General Education Outcomes. Fred Smith, Carol Cornwell and Sharon Barrs will draft a questionnaire to bring back to the April meeting.

### **April 15, 2003**

- 1) **General Education Outcomes Subcommittee Report** – The ad hoc committee met and developed a report entitled “2002 Survey of Core Courses in Relation to the University’s

General Education Outcomes.” The group had been charged by Phyllis Dallas, Co-Chair of the Undergraduate Committee, with the creation of additional surveys to gather more information about certain General Education Outcomes (GEO’s). The committee used several reports from the 2002 survey to prepare this report.

The committee developed three items related to number 1 of the “Recommendations for Action by the Undergraduate Committee” from the *Report to the Undergraduate Committee of the Faculty Senate, October 15, 2002*.

**Item 1: Evaluate the effectiveness of IDS 2210: Turning Points and Connections, in relationship to the intended objectives of the course.**

The recommendation of the ad hoc committee is to re-survey IDS 2210 faculty using the original survey form in its current format with slight modifications to the cover letter. This was made in the form of a motion by Ms. Barrs and seconded by Dr. Heaston. Discussion pursued regarding whether or not this would have to go through the Research Services office. It was suggested that a letter be sent to Research Services saying that the committee wishes to re-submit the survey because of a lack of response to the first survey. Ms. Nancy Wright has provided a list of faculty members who taught the course Fall 2002 and who are teaching the course Spring 2003. The motion was approved unanimously.

**Item 2: Determine whether Outcomes 1A, 1B, and 1C (oral communications and writing across the curriculum) are being adequately achieved through core courses.**

The recommendations of the committee indicate that Outcomes 1A and 1B are being met and do not need further study. However, the ad hoc committee recommends that immediate action be taken regarding the problem that GSU is not meeting Objective 1C of the General Education Outcomes regarding competency in a foreign language, and consider options to either make a foreign language mandatory, or to change the GEO’s.

It was suggested that instead of doing another survey the committee representatives from each college should obtain information on foreign language/international content course requirements from their respective colleges. Information can be obtained also from the Academic Advisement Center, the Provost’s office and the Department of Foreign Languages to determine if the foreign language “Outcome” is being met. This was presented in the form of a Barrs/Cornwell motion and was passed unanimously.

It was requested of Mr. Deal that the Registrar’s Office do a report on the percentage of students, by college, who have graduated and have completed a Foreign Language course, an International content course, or both. Mr. Deal said that the Registrar’s Office would be glad to compile this information.

**Item 3: Evaluate the adequacy of courses and/or other instructional strategies designed to address the introduction to modern technology and information literacy.**

It was determined by the ad hoc committee that Outcomes 2C and 7D are being met.

The ad hoc committee submitted the following to the committee.

## **Further Issues and Recommendations:**

### GEO's

General Education Outcomes have not been updated since semester conversion. The undergraduate committee should establish a plan to review, revise, and/or change the GEO's on a regular basis.

### Core Curriculum and GEO's

The course listing of the Core Curriculum with GEO objectives is currently out of date. It was updated by Judy Schomber in Fall 2001 to reflect course number and title changes. Some mathematics courses need to be added and other changes may be necessary.

The course listing of the Core Curriculum also needs to be updated in relation to the GEO's. The GEO's linked to each course have not been updated since semester conversion. The ad hoc committee believes that there may be some misalignments.

At one time, the GEO's and their relationship to Core Curriculum course objectives was addressed within the Undergraduate Curriculum Forms. Consider adding a section to the Undergraduate Curriculum Forms, under revision currently, that deals with how new/revised courses meet GEO's. (Question: all courses or just core?)

Establish a plan to review the Core Curriculum in regard to the GEO's on a regular basis.

### Overall Curricular Objectives

Explore the issue of comprehensive review of all curricular objectives on a regular basis (including the GEO's, Core Curriculum, BOR objectives, and the GSU Strategic Plan) and whether there is a mechanism through which this can occur.

### Future Study

After the GEO's have been modified and the core curriculum updated and realigned with GEO objectives, a new survey should be considered which would include any new courses that were not reflected in the Core Curriculum listing at the time of the original survey. The issue of information technology and information literacy should be re-evaluated.

Other options to be considered for the next survey.

Cover more than the core courses?

Survey by degree programs?

Include GSU 1120?

## 2) **Operating Code for the Undergraduate Committee**

Using the "Operating Code for the Graduate Committee" as a guideline, Dr. Mary Smith and Mr. Fred Smith, with input from Co-Chair Dr. Dallas, developed an operating code for the Undergraduate Committee. After reading through the draft, several changes were suggested. Dr. Smith will make the changes and bring the document to the May meeting of the committee.

## May 21, 2003

- 1) **Operating Code for the Undergraduate Committee** – Dr. Dallas introduced this topic as a continuation from the previous meeting. After much discussion, it was decided that several revisions need to be made to the proposed document. Two specific issues need to be addressed: (1) Can the chair appoint an acting chair to serve in his/her absence, and would this person have to be a Senator?; and (2) Who is allowed to serve as alternates for the College representatives to the Committee? A Barrs/Cornwell motion was made and approved to have Sharon Barrs write the language for these two issues to be presented to the Senate Executive Committee and delay final vote on the “Operating Code” until the first meeting of the Fall Semester.
- 2) **Schedule of Meetings for 2003-2004 Academic Year**  
Beginning with the Fall Semester, the new curriculum forms and new procedures will be implemented. The new procedures include submitting the agenda items three weeks prior to the scheduled meeting and placing the agenda on a special web site two weeks prior to the meeting. If the committee continues to meet every month, this will mean that colleges will have to submit agenda items for the upcoming meeting only one week after the previous meeting. Following a discussion, it was decided that the committee will continue to meet each month and that a schedule of meetings will be compiled and distributed to committee members prior to the beginning of Fall Semester.
- 3) **Foreign Language Information**  
At the April meeting, the committee requested Mr. Deal to compile a report for the years 2001 and 2002 giving the percentage of students, by college, who graduated and completed a Foreign Language course, an International content course, or both. Due to the lateness of the hour and the small number of committee members present at this juncture in the meeting, Dr. Dallas requested that this report be postponed until the first meeting in the Fall Semester.