



General Education Program Council (GEPC)

Spring 2017 Meeting Minutes and Reports Archive



Meeting Dates:

February 21, 2017

March 21, 2017

April 18, 2017

General Education Program Council (GEPC) meeting MINUTES 21FEB2017

GEPC membership:

- Present
 - General Education Program Coordinator - Leslie Buck LBUCK@jeffco.edu
 - Communication and Fine Arts faculty – Chris Otto COTTO1@jeffco.edu
 - Career and Technical Education faculty – Cindy Rossi CROSSI@jeffco.edu
 - An Arts & Science Education Division Chair – Michael Booker MBOOKER@jeffco.edu
 - Dean of Arts and Science Education – Shirley Davenport SDAVENP1@jeffco.edu
 - Library faculty – Joe Kohlburn JKOHLBUR@jeffco.edu
 - Student Services staff - Stacey Wilson SWILSON@jeffco.edu
- Not present
 - Math and Science faculty – unfilled at this time
 - Social Sciences and Business faculty – Mary Baricevic MBARICEV@jeffco.edu
 - Online Learning & Educational Technology staff - Inst. Designer position is currently vacant. In the meantime, Allan will attend the meetings. AWAMSLEY@jeffco.edu

Reviewed General Education Program reference documents - **Plan to share documents via a shared Google folder (may take me a week to organize and send out - please review documents you are unfamiliar with and print a copy for yourself as needed)**

- General Education Program Institutional Assessment 2014-2016
- Jefferson College BOT policies and procedures regarding General Education
- Jefferson College General Education Program alignment to MDHE Statewide General Education Policy
- Missouri Department of Higher Education (MDHE) policies and guidelines
 - Code of State Regulations 10-3.020 Guidelines for Student Transfer and Articulation Among Missouri Higher Education Institutions
 - Credit Transfer Guidelines for Student Transfer and Articulation Among MO Colleges and Universities
 - Guiding Principles on Assessment
 - Senate Bill 997 Common Curriculum documentation after Dec 2017
- Higher Learning Commission (HLC) Criteria for Accreditation Core Component 3B
- Models of General Education
 - Association of American Colleges and Universities (AAC&U) Liberal Education & America's Promise (LEAP)
 - Essential Learning Outcomes
 - Principles of Excellence
 - GEMs Design Principles for General Education

- VALUE rubrics
 - Lumina Degree Qualifications Profile
 - Links to the General Education Programs at other MO community colleges and transfer institutions (will need to build this over time as each institution posts this differently)

Review General Education Timeline and Processes for Action Plans

- Plan review of BOT procedure VI-003 for possible edits - this semester completion goal
 - **All review BOT procedure before next meeting and make note of anything that looks like it is inconsistent with the current General Education Program (see 2016-17 General Catalog page 52-75)**
- Plan to identify and collect existing data regularly - this semester completion goal
 - Identified
 - Exit Exams (CAAP, MoGEA, and WorkKeys) that are reported annually in the Fact Book
 - Discussed possible use of Multi-section Assessment data for General Education courses and Graduating Student Opinion Survey (GSOS)
 - **Before next meeting, all asked to review the data collected and analyzed in the 2014-2016 General Education Program IA pages 24-35 and think about other known/collected existing data to identify and collect to assessment General Education**
- Plan for action plans to be completed by end of Fall 2017 - briefly reviewed
 - Plan for accurate understanding of General Education
 - General Education Program completion notation on student transcript (likely to be dictated by SB997)
 - Objective criteria for General Education Program course identification

Remaining meetings for 2017

- **March 21, 2017 @ 2:30 pm - will send out Google Calendar invite to all**
- April 18, 2017 @ 2:30 pm
- August 15, 2017 @ 2:30 pm (date/time subject to change based on schedule this week)
- September 19, 2017 @ 2:30 pm
- October 17, 2017 @ 2:30 pm
- November 21, 2017 @ 2:30 pm

General Education Program Council (GEPC) meeting MINUTES 21MAR2017

GEPC membership:

- Present
 - General Education Program Coordinator - Leslie Buck LBUCK@jeffco.edu
 - Communication and Fine Arts faculty – Chris Otto COTTO1@jeffco.edu
 - Math and Science faculty – unfilled at this time (Imran Shah attended)
 - Career and Technical Education faculty – Cindy Rossi CROSSI@jeffco.edu
 - An Arts & Science Education Division Chair – Michael Booker
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 - Dean of Arts and Science Education – Shirley Davenport SDAVENP1@jeffco.edu
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1. Questions regarding General Education Program reference documents in GEPC google folder
 - a. **Discussed difficulties in accessing documents in Google Drive with possible solutions**
 - i. **Leslie will have double-sided hard copy binders created for everyone (A&S Dean's student work will prepare). I'll try to get those to everyone within 2 weeks.**
 - ii. **Leslie has now shared the original source documents that were linked in Google Drive. Anyone still having difficulty should let Leslie know so she can get further assistance.**
 - iii. **Consider downloading the Google Drive application <https://www.google.com/drive/download/> to your computer and then it will appear as another folder like My Documents to more easily access web links and pdf files.**
 - b. **Reviewed the documents in the shared google drive folder and discussed SB997**
 - i. **At this time, no additional reference documents are known. Will add additional documents related to SB997 as needed.**
 - ii. **Summary of SB997 discussion**

- 1. There are likely to be changes to this core curriculum in the future due to SB997 and the work of the state Pathways for Mathematics task force. Per SB997, these changes at the state-level must be finalized in December 2017. The 42-hour General Education Program core curriculum at each public higher education institution in the state, which includes Jefferson College, must be aligned with any state changes by fall 2018.**
- 2. Leslie Buck, the General Education Program Coordinator, is representing Jefferson College on the state Common Curriculum Advisory Committee tasked with advising the Coordinating Board for Higher Education on changes to the 42-hour core curriculum. The initial recommendations of this advisory committee regarding changes to the 42-hour core curriculum have been sent to each chief academic officer for initial feedback from the institution. Jefferson College's chief academic officer, Caron Daugherty, is developing a method to obtain faculty feedback on this proposal to include in the institution feedback. The advisory committee will then consider this feedback and finalize the proposed 42-hour core curriculum. This final proposal will have a public comment period (posted on the MDHE website with feedback links) prior to the final vote by CBHE.**
- 3. The General Education Program Council (GEPC) will need to plan to lead initiatives to ensure that Jefferson College's General Education Program aligns with any changes in state guidance. The action plan related to updating the labels and broad goals in each of the knowledge areas (Communication, Humanities, Math & Natural Sciences, and Social & Behavioral Science) will need to include alignment with any changes in state guidance for the 42-hour general education core curriculum. This action plan would need to be completed in early 2018 to ensure implementation and inclusion in the General Catalog for fall 2018. Once the "final" proposal is posted to MDHE for public comment (likely after May) the GEPC will need to work with the faculty throughout the fall semester to align Jefferson College's General Education Program requirements so that after the CBHE votes on the final 42-hour core curriculum (by December 2017 at the latest) the college will be close to finalizing any changes. The GEPC will need to respond quickly to any last minute changes, obtain final faculty**

feedback, and complete formal curriculum committee approval. This work will likely need to be completed in January or February 2018 to ensure a fall 2018 adoption.

2. Action Plan - Discussion of BOT procedure VI-003 for possible edits - completion goal this semester
 - a. **Completed initial notes on sections to be edited.**
 - b. **Will send document with all notes/suggestions to all GEPC members with comments due back in ~2 weeks**
 - c. **Will finalize proposed changes at April 2017 GEPC meeting and then send through to Caron Daugherty**

3. Action Plan - Identify and plan to regularly collect existing Jeffco data to assess General Education - completion goal this semester
 - Exit Exams (CAAP, MoGEA, and WorkKeys) that are reported annually in the Fact Book
 - Current/future Multi-section Assessment for General Education core courses that assess either General Education competencies or knowledge area objectives
 - a. **Discussed possible methods to capture Multi-section Assessment (MSA) data for later use**
 - i. **Propose that a section be added to the MyJeffco - College Reports - Institutional Assessment Reports to capture all MSA reports regardless of whether or not they are directly tied to General Education. Will propose through/to A&S Division Chairs, Shirley Davenport, and Caron Daugherty that each year MSA data/reports be collected digitally and posted in “folders” similar to the yearly IA reports.**
 - ii. **At this time, will not propose a formal structure or other requirements, but would allow for the future development of a standard template for MSA reports and/or more focused MSA of general education competencies.**

4. Initial plan for action plans to be completed by end of Fall 2017
 - Plan for accurate understanding of General Education on all levels across campus and in community
 - General Education Program completion notation on student transcript (will be dictated by SB997)
 - Objective criteria for General Education Program course identification
 - a. **Due to time constraints did not develop any initial plans during this meeting.**
 - b. **GEPC members asked to come to the next meeting ready to make initial plans**

Remaining meetings for 2017

- **April 18, 2017 @ 2:30 pm - will send out Google Calendar invite to all**
- August 15, 2017 @ 2:30 pm (date/time subject to change based on schedule this week)
- September 19, 2017 @ 2:30 pm
- October 17, 2017 @ 2:30 pm
- November 21, 2017 @ 2:30 pm

General Education Program Council (GEPC) meeting MINUTES 18APR2017

GEPC membership:

- Present
 - General Education Program Coordinator - Leslie Buck LBUCK@jeffco.edu
 - Math and Science faculty – unfilled at this time (Imran Shah attending)
 - Social Sciences and Business faculty – Mary Baricevic MBARICEV@jeffco.edu
 - Career and Technical Education faculty – Cindy Rossi CROSSI@jeffco.edu
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1. Briefly, from last meeting:

- a. Questions regarding General Education Program reference documents in GEPC google folder and hard copy binder
 - i. **Distributed binders and quickly reviewed the documents in the binders**
 - ii. **To do: Leslie Buck asked all GEPC members to become familiar with these documents which will guide some of the action plan items**
- b. Status of Action Plan - Identify and plan to regularly collect existing Jeffco data to assess General Education - completion goal this semester - Any additional data beyond:
 - i. Exit Exams (CAAP, MoGEA, and WorkKeys) are reported annually in the Fact Book available in MyJeffco - College Reports
 - ii. Current/future Multi-section Assessment for General Education core courses that assess either General Education competencies or knowledge area objectives
 - Proposing section be added to the MyJeffco - College Reports - Institutional Assessment Reports to capture all MSA reports. Proposing through/to A&S Division Chairs, Shirley Davenport, and Caron Daugherty that each year MSA data/reports be collected digitally and posted in “folders” similar to the yearly IA reports.

- i. **Has not been formally implemented yet as MyJeffco is currently going through major revision focused on just transferring existing MyJeffco content to the new MyJeffco system**
- ii. **To do: Shirley Davenport to take the lead on adding to the new MyJeffco. Will keep on our agenda until can mark as complete.**
- iii. **Will need to consider that MyJeffco documents will be publically available, may mean that faculty will want to consider what data and how best to communicate about that data when creating MSA reports**

No additional data is known at this time

- 2. Status of Action Plan - Discussion of BOT procedure VI-003 for possible edits - completion goal this semester
 - a. Sent draft updated document with all notes/suggestions to all GEPC members with comments due back by April 7
 - b. Review and finalize proposed changes to send to Caron Daugherty
 - i. **After started review, concern was raised about the level of detail that should/should not be included in a BOT procedures document and how much of the document should be changed**
 - ii. **To do: Shirley Davenport to research these questions before a formal, final proposal is sent to Caron. Will bring back to GEPC for discussion and review at a future meeting.**
 - iii. **Also, due to potential changes to general education due to SB997 we may keep the proposed changes as a draft and then finalize proposed changes later when we can include any changes related to SB997**
- 3. Update on 2016 MO SB997 and what it means to us
 - a. **Leslie Buck quickly reviewed the requirements of SB997 (experts of SB997 and a powerpoint are in GEPC binders and distributed at this meeting) and highlighted how the portion called the “Higher Education Core Curriculum Transfer Act” impacts general education at Jefferson College.**
 - b. **To do: Leslie Buck will email GEPC members after May meeting of the Common Curriculum Advisory Committee to inform about any changes to what was shared today as well as any possible actions that should be taken over the summer.**
- 4. Make tentative plans for Fall 2017:
 - a. IA Action Plans to be completed by end of Fall 2017

- i. Plan for accurate understanding of General Education on all levels across campus and in community
 - ii. General Education Program completion notation on student transcript (also dictated by 2016 MO SB997)
 - iii. Objective criteria for General Education Program course identification (also dictated by 2016 MO SB997)
- b. Potential changes to the General Education Program core 42-hour curriculum due to 2016 MO SB997 to be completed by early Spring 2018
 - i. Lead faculty (faculty input/assistance needed in this effort) through any anticipated changes to the 42 credit hour General Education Core Curriculum structure and courses throughout Fall semester
 - 1. Change and/or specifically designate the number of hours required in each area as well as how any “remaining credit hours” will be allocated
 - 2. Create objective criteria for what a General Education Core Course is and what the Knowledge Areas of COMMUNICATIONS, HUMANITIES and FINE ART, MATHEMATICS, PHYSICAL and/or BIOLOGICAL SCIENCES, SOCIAL and BEHAVIORAL SCIENCES are to decide which courses go in each area (already part of IA Action Plans for Fall 2017 & 2018)
 - a. Evaluate our general education core courses against this criteria (already part of IA Action Plan to be completed by 2019)
 - ii. Then after CBHE approves the Core Curriculum in Dec 2017, Finalize changes and send through Curriculum Committee in early 2018 to make deadline for 2018-2019 General Catalog and degree requirements (may also require updating Board of Trustee Procedures)

No formal plans were made at this time due to time constraints (meeting lasted ~1 ½ hours in part because of late start organizing binders).

To Do: Leslie Buck asked all GEPC members to review the action plans we will be working on for Fall 2017

Discussed possible summer meeting and possible In-service week meeting with faculty depending on status of SB997 changes to General Education.

Remaining meetings for 2017

- Possible summer meeting depending on what happens with 2016 MO SB997
 - Availability? **Those in attendance are open to meeting in the summer if there is something specific related to SB997 that action could be taken on. Those on 9.5 month contracts would be paid for any work during the summer.**
- August 15, 2017 @ 2:30 pm (date/time subject to change based on schedule this week of inservice)

- To do: Leslie Buck to schedule after in-service week schedule is set.
- September 19, 2017 @ 2:30 pm
- October 17, 2017 @ 2:30 pm
- November 21, 2017 @ 2:30 pm

Began	Estimated completion	General Education Program Timeline and Processes	Status as of April 25, 2017
<p>During the General Education Program Institutional Assessment that was completed from Spring 2014 to Fall 2016</p>	<p>Spring 2017</p>	<p>Identify and/or create responsible individual/group (General Education Program Coordinator and Council) with faculty leadership/representation to implement actions plans and maintain the General Education program</p>	<p>COMPLETED IN SPRING 2017 – though the individuals filling each role may change over time</p> <p>Dec 6, 2016 – Meeting with Leslie Buck (Chair of the General Education Program IA report committee), Shirley Davenport (Dean of Arts and Science Education), and Caron Daugherty (Vice President of Instruction)</p> <ul style="list-style-type: none"> • Reviewed IA action plan item related to responsibility for General Education and decision was made to appoint Leslie Buck as General Education Program Coordinator. Discussion about composition and label for group with faculty leadership to assist. <p>Jan 27, 2017 – Meeting with Leslie Buck (General Education Program Coordinator), Shirley Davenport (Dean of Arts and Science Education), and Caron Daugherty (Vice President of Instruction)</p> <ul style="list-style-type: none"> • Reviewed full IA report with a few minor edits needed (made that day by Leslie Buck and sent to Shirley). • Final decision on composition (will start by asking those who served on the GenEd IA report committee to fill roles and label for General Education Program Council (GEPC) made with plan to meet monthly on 3rd Tuesday @ 2:30 in TC203A (Dean of A&S conference room). Will need to keep in mind when the following meet: Assessment 2nd Thur @ 2:30 pm, Curriculum 4th Wed @ 3:00 pm, and Accreditation 1st Mon @ 2:30 pm. • Plan for meeting with VP of Instruction, Dean of A & S, & GEP Coordinator twice a semester for GEPC status update with next meeting in April/May <p>Jan-Feb 2017 – invitations to faculty/staff to fill roles on the GEPC</p> <p>14Feb 2017 - Met with Kim Harvey re: GEPC working with Accreditation (will be informal as needed with Mary B and Michael B on both so can report between the two)</p>

			<p>16Feb2017 - Met with Scott Cazad re: GEPC working with Curriculum (will be informal except for proposals that go through curriculum committee re: general education curriculum changes)</p> <p>Leslie and Allan are on Assessment and Leslie is working on General Education piece so GEPC is formally represented on this committee.</p> <p>Feb 21, 2017 – first GEPC meeting</p> <p>Mar 21, 2017 – GEPC meeting</p> <p>Apr 18, 2017 – GEPC meeting</p> <p>Composition of GEPC for Spring 2017</p> <ul style="list-style-type: none">• Communication and Fine Arts faculty – Chris Otto (Spring 2017 will come after class ends at 3:15)• Math and Science faculty (per Rob Brieler asked Imran Shah) – He attended March and April meetings and will formally decide after consultation with Division Chair at Performance Review• Social Sciences and Business faculty – Mary Baricevic (as member of Accreditation please report any accreditation activities that impact GenEd and keep Accreditation updated on GEPC activities)• Career and Technical Education faculty – Cindy Rossi• An Arts & Science Education Division Chair – Michael Booker (as member of Accreditation please report any accreditation activities that impact GenEd and keep Accreditation updated on GEPC activities)• Dean of Arts and Science Education – Shirley Davenport• Library faculty – (per Lisa Pritchard Emerging Technologies Librarian) – Joe Kohlburn• Student Services staff (per Kim Harvey Registrar) - Stacey Wilson• Online Learning & Educational Technology staff - Inst. Designer position is currently vacant. In the meantime, Allan will attend the meetings.
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			<p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator twice a semester for GEPC status update</p> <ul style="list-style-type: none"> Will only meet once a semester Nov/Dec and April/May for GEPC status updates, additional consultation meetings will be scheduled as needed
<p>Initial Catalog updated during the General Education Program Institutional Assessment that was completed from Spring 2014 to Fall 2016 AND January 2017 started BOT policy and procedure update process</p>	<p>Spring 2018 & ongoing</p>	<p>Update and keep up-to-date General Catalog and Jefferson College Board of Trustee’s policy/procedure VI-003 and Administrative Procedures related to General Education</p> <ul style="list-style-type: none"> General Catalog is updated for now, will review annually Need to update Jefferson College Board of Trustee’s policy/procedure VI-003 and Administrative Procedures after Dec 2017 (state-level changes to GEP per SB997 are finalized) 	<p>Jan 27, 2017 – Meeting with Leslie Buck (General Education Program Coordinator), Shirley Davenport (Dean of Arts and Science Education), and Caron Daugherty (Vice President of Instruction)</p> <ul style="list-style-type: none"> Gave Shirley a draft of proposed language for the policy <p>Feb 9, 2017 – sent Shirley a revised draft of policy with additional comments and requested a meeting.</p> <p>Feb 21, 2017 – first GEPC meeting - asked all to review the BOT procedures before next meeting</p> <p>Mar 21, 2017 – GEPC meeting – due to difficulty of council members assessing documents in Google Drive, Leslie to make copies before next meeting and fix Google Drive issues – did a cursory review during meeting and made initial notes on sections that need to be edited, asked all to review the BOT procedures</p> <p>Apr 18, 2017 – GEPC meeting – began review of suggested updates but stopped when began a discussion/debate regarding what should be a Board Procedure versus Administrative Procedure and how possible state changes related to SB997 could impact</p> <ul style="list-style-type: none"> Shirley Davenport to clarify Board versus Admin procedure question with VP of Instruction GEPC will hold further action on this until that is clarified and state changes to general education are more firm <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update</p>

			<ul style="list-style-type: none"> Shirley and Caron to work on Board versus Admin procedure questions over summer
<p>Identified data as part of the General Education Program Institutional Assessment that was completed from Spring 2014 to Fall 2016 AND ? process to collect data</p>	<p>Spring 2017 and ongoing</p>	<p>Identify existing data and/or data that is currently being collected that may be used for assessing the General Education Program and ensure processes are in place to collect that data.</p>	<p>Feb 21, 2017 – first GEPC meeting - asked all to review the data from the previous IA and come with ideas for additional data collect that can begin immediately</p> <p>Mar 21, 2017 – GEPC meeting - identified exit exam data currently collected and reported in fact book annually as existing source of data and discussed possible collection and reporting of MSA data at institutional level</p> <p>Apr 18, 2017 – GEPC meeting - identified MSA in general education courses as possible source of data which is not being captured or reported at the institutional level</p> <ul style="list-style-type: none"> GEPC proposes that the data be collected through Dean of A & S and reported on/with IA reports in MyJeffco – Shirley Davenport to work with Division Chairs and VP on this proposal <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update</p> <ul style="list-style-type: none"> Caron reported that Allan’s new assessment duties and responsibilities will include working on a method to collect and report MSA data internally at an institution level <ul style="list-style-type: none"> Plans to start initially planning in Summer 2017 which will likely continue at least through Spring 2018 Shirley to being collect A&S MSA data beginning now (Spring 2017) and will work with Allan on best method for institutional reporting for the future
<p>During the General Education Program Institutional Assessment that was</p>	<p>Fall 2017 & ongoing</p>	<p>Develop and implement a plan to ensure entire campus (faculty, staff, administration, students) and community has accurate understanding of the General Education program and its importance to a Jefferson College education</p> <ul style="list-style-type: none"> Need to update degree audit to mirror General Education Need a web page for the General Education Program 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 15, 2017 – GEP Coordinator note - Students and advisors need clear degree pathways</p> <p>Mar 21, 2017 – GEPC meeting – briefly reviewed</p>

<p>completed from Spring 2014 to Fall 2016 all full-time faculty were informed AND ? for other items</p>		<ul style="list-style-type: none"> • Need plan for ongoing education of faculty and advisors so they can inform students 	<p>Apr 18, 2017 – GEPC meeting</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p> <ul style="list-style-type: none"> • Caron recommends working the Kim Harvey and Kathy Johnston on new training for advisors/faculty regarding the updates to General Education and Math Pathways, Caron recommends looking and MSU framework as a model <ul style="list-style-type: none"> ○ Start in Fall 2017 and then finalize and implement in Spring 2018
<p>During the General Education Program Institutional Assessment that was completed from Spring 2014 to Fall 2016</p>	<p>Fall 2017</p>	<p>Consider pursuing General Education Certificate though MDHE and/or adding 'milestone' completion notation/recognition toward associate degree on transcript and degree audit for the Statewide and Institutional Requirements and General Education Program Core for students to help when advising the students and with retention as students benefit from recognition of smaller milestone. It would also encourage students to work on these early in academic career as is recommended.</p>	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 15, 2017 – GEP Coordinator note – SB 997 will require that transcripts & likely degree audits note (not sure how just yet) is a consistent way across the state that a student has complete the 42 hour General Education Program at the institution. Once the process/procedure guidelines are in place at the state-level Jeffco will align to that which will accomplish this goal.</p> <p>Will then need to educate advisors and faculty on how best to advise students about the value of 42-hour General Education Program completion and degree completion for transfer.</p> <p>Mar 21, 2017 – GEPC meeting – discussed the impact on SB997 which will require all transcripts to note completion of 42-hour core</p> <ul style="list-style-type: none"> • Stacy Wilson is working on procedures to comply <p>Apr 18, 2017 – GEPC meeting – further discussed the impact on SB997 which will require all transcripts to note completion of 42-hour core</p> <ul style="list-style-type: none"> • Stacy Wilson is continuing to work on procedures to comply <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>

<p>During the General Education Program Institutional Assessment that was completed from Spring 2014 to Fall 2016</p> <p>Will formally begin in Fall 2017</p>	<p>Fall 2017</p>	<p>Create objective criteria for determining if a course should be part of the General Education program for use by the curriculum committee</p> <ul style="list-style-type: none"> • Will require faculty feedback throughout the process 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 21, 2017 – GEPC meeting – briefly reviewed</p> <p>Apr 18, 2017 – GEPC meeting</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>
<p>Will formally begin in Fall 2017</p>	<p>Spring 2018</p>	<p>Update (or validate as still current) the label and broad goals in each of the knowledge areas (Communication, Humanities, Math & Natural Sciences, and Social and Behavioral Science) by the faculty in each area which would be approved through curriculum committee.</p> <ul style="list-style-type: none"> • Will require faculty feedback throughout the process 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 15, 2017 – GEP Coordinator note – SB997 will result in updated guidance from the state regarding the minimum distribution and types of courses that must be included in the 42-hour general education block. At this time, will include ~6 hours that can be more flexibly structured by each institution to ensure students have both the broad knowledge base and full develop the GenEd competencies. Will need to determine how best to structure our GenEd curriculum to fit within the state guidelines, education our students to meet the goals of the GenEd program, and prepare our students for success in continued education and employment. Possible uses for the 6 flexible hours:</p> <ul style="list-style-type: none"> • FYE could become part of GenEd IF course expected learning outcomes were structured and set up to clearly begin development of the GenEd competencies <ul style="list-style-type: none"> ○ Could pair FYE with other courses that begin development of GenEd competencies such as digital literacy or a more formal media literacy as the beginning of the competencies for success in college and beyond. • Diversity/Civic/Global learning course • GenEd capstone that could also serve as a final assessment of general education competencies (could include the exit exam as part of this course itself)

			<ul style="list-style-type: none"> ○ Would require development over time as this would be a complicated process to begin ○ Could be coupled with a diversity/civic/global learning instruction or other course OR could be a stand-alone requirement ○ Could be tied to specialized field of study (major) OR be independent ○ Could be collaborative and involve working as part of a team OR be individual ○ Could require a formal presentation of some kind on campus and open to the community to showcase student accomplishment ○ Ideas for possible activities: <ul style="list-style-type: none"> ▪ Literature review research paper ▪ Performance or art exhibit ▪ Internship/practicum ▪ Service/community-based or other Problem based learning ▪ Empirical research <p>Mar 21, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>Apr 18, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>
<p>Will formally begin in Fall 2017</p>	<p>Spring 2018</p>	<p>Create institution-level specific measurable abilities for each competency and knowledge area</p> <ul style="list-style-type: none"> • aligned with current MDHE general education policies • linked to specific general education courses • assessed both within the specific general education courses and at an institutional level 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 21, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>Apr 18, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>

<p>Will formally begin in Fall 2017</p>	<p>Fall 2018</p>	<p>After the broad goals are updated, then the faculty in each area will:</p> <ul style="list-style-type: none"> Choose the minimum general education competencies that ALL general education courses within that knowledge area will contribute to, so that students will work toward mastery of the same competencies no matter which specific course they select within that area. Review prerequisites in each knowledge area and consider common prerequisites across the general education course within the knowledge area. Require faculty feedback throughout the process 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 15, 2017 – GEP Coordinator note – The Lumina DQP calls this Curricular Mapping or curricular alignment.</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>
<p>Will formally begin in Fall 2018</p>	<p>Spring 2019</p>	<p>After the objective criteria for a general education course have been created and the broad knowledge area goals have been updated with the minimum general education competencies and prerequisites in each area:</p> <ul style="list-style-type: none"> Audit of general education courses in each area to ensure that each course not only meets the objective criteria for a General Education course but also helps students develop both the broad knowledge area goal as well as the minimal General Education competencies for each area that should be embedded across the General Education curriculum. Changes to courses in the General Education program would be approved through curriculum committee. Will require faculty feedback throughout the process 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 21, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>Apr 18, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>
<p>Will begin in Fall 2018 after previous actions plans completed</p>	<p>Fall 2019 – Fall 2020</p>	<p>After the audit, each general education course would need to document as a part of the official course syllabus (i.e. update official course syllabus template) how the course (through the course expected learning outcomes and assessments) supports the development of the foundation of both knowledge and skills to ensure proper documentation of the general education program curricula as well as help to guide the instruction in these courses. Changes to the official course syllabus template as well as resulting changes in the official course syllabi for all General Education courses would be approved through curriculum committee.</p> <ul style="list-style-type: none"> Will require faculty feedback throughout the process 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 21, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>Apr 18, 2017 – GEPC meeting – mentioned in the context of how SB997 changes could potentially influence</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>
<p>During the General Education Program Institutional Assessment</p>	<p>Fall 2020</p>	<p>Develop and implement a comprehensive plan for on-going assessment of the general education program knowledge areas and competencies through the assessment committee, which would need to include the large amount of data already being collected and reported.</p> <ul style="list-style-type: none"> General education courses taught by two or more instructors should develop semi-annual multi-section assessment plans 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>Mar 15, 2017 – GEP Coordinator note – Best models of GenEd assessment include:</p> <ul style="list-style-type: none"> Assessment of GenEd embedded into the coursework as part of the course assessment (does not represent an additional

<p>that was completed from Spring 2014 to Fall 2016</p> <p>Plan to formally begin after state changes to GEP have been implemented and some of the previous action plans have been completed</p>		<ul style="list-style-type: none"> • Create a plan for disseminating results of this assessment on regular basis and using these results for continuous improvement. • Will require faculty feedback throughout the process 	<p>assignment/assessment but may require a modification so the existing assessment can be used as a part of the GenEd assessment)</p> <ul style="list-style-type: none"> • Shared rubrics created by the faculty at Jeffco (there are models we can modify to suit our purposes) to evaluate the development of competencies that can be applied to different assignments in different courses in the GenEd curriculum that are all supporting the development of the same competency • Many institutions target one competency each year to complete a focused assessment (MSA by course and/or by all courses in a knowledge area and/or by all courses that contribute to development of that competency). At the conclusion of the assessment year the assessment loop is closed: the faculty and administrators are informed of the student performance in the competency, action plans are made to improve development/instruction on a course-by-course and General Education Program basis across the curriculum. Plans are also made for continued assessment of that competency to include updating, revising, modifying the prior rubrics to better assess the competency in the future. <p>Apr 18, 2017 – GEPC meeting – discussed possible GEP Capstone class that could be used to demonstrate mastery of GEP knowledge and skills, will depend in part on how state structures Core Curriculum per SB997</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – discussed status of proposed structure of Core Curriculum at state level and implications for JeffCo</p>
<p>During the General Education Program Institutional Assessment that was completed from Spring 2014 to Fall 2016</p>	<p>Fall 2021 then ongoing</p>	<p>Ensure periodic comprehensive review of the General Education Program and curriculum to ensure alignment with state policies, national standards for general education, and institutional mission and vision.</p> <ul style="list-style-type: none"> • Develop a plan if the current every 5 year IA process is changed or if there is an external trigger such as changes to state policy 	<p>Feb 21, 2017 – first GEPC meeting – briefly reviewed</p> <p>April 25, 2017 - meeting with VP of Instruction, Dean of A & S, & GEP Coordinator for GEPC status update – briefly reviewed</p>

Under current Institutional Assessment model scheduled for completion Fall 2021 (should begin in Fall 2020 to make this deadline)			
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May be helpful to create crosswalk between Jeffco GenEd and the state guidelines, Lumina DQP, AAC&U LEAP and HLC guidelines as we start this process to help guide some of this work.

- Jan 27, 2017 - Created crosswalk between Jeffco GenEd and MDHE guidelines, will update after SB997 changes are finalized to CBHE and then consider adding Lumina DQP, AAC&U LEAP, & HLC