

Meeting Minutes
General Education Committee
Friday, October 3, 2014
10:00 a.m. – 12:00 p.m.
CPB 203, Lake Worth

Attendance:	Irving Berkowitz <input checked="" type="checkbox"/>	Jennifer Campbell <input checked="" type="checkbox"/>
Emma Chow <input checked="" type="checkbox"/>	Tracy Ciucci <input checked="" type="checkbox"/>	Tcherina Duncombe <input checked="" type="checkbox"/>
John Gaul <input checked="" type="checkbox"/>	David Knopp <input type="checkbox"/>	Marcie Pachter <input checked="" type="checkbox"/>
Karen Pain <input checked="" type="checkbox"/>	Ginger Pedersen <input checked="" type="checkbox"/>	David Pena <input checked="" type="checkbox"/>
Anthony Piccolino <input checked="" type="checkbox"/>	Sheila Scott-Lubin <input checked="" type="checkbox"/>	Helen Shub <input checked="" type="checkbox"/>
Debra Ann-Singleton <input checked="" type="checkbox"/>	Warren Smith <input checked="" type="checkbox"/>	Melissa Stonecipher <input checked="" type="checkbox"/>
Patrick Tierney, Chair <input checked="" type="checkbox"/>	Connie Tuisku <input checked="" type="checkbox"/>	

ITEM 1. Approval of Minutes

Discussion: Professor Tcherina Duncombe recommended that the minutes be revised to reflect that the intended audience for the Development Day breakout session are non-English faculty who teach Gordon Rule courses with a required writing component, principally within the Humanities and Social Sciences. With that modification, the minutes were approved.

Source: None

Action: Helen Shub will revise the minutes as suggested.

ITEM 2. Information Literacy Software Demonstration

Discussion: Professor Connie Tuisku demonstrated for the committee a product called Research Companion. The committee was very impressed with the functionality and flexibility of the program and contemplated a number of ways it could be incorporated into the teaching process and utilized as a resource for faculty. Dean Ginger Pedersen suggested that a meeting be set up with Sid Beitler to explore the possibility of paying for a site license through the eLearning budget. Dr. Pedersen also brought to the committee's attention another site, polishmywriting.com. This is free software that may offer similar benefits at no cost to the College. The committee will review and compare both products to determine which would be the most useful for the College's needs.

Professor Tuisku informed the committee that on Tuesday, November 4th in the Lake Worth Library, a variety of information literacy products will be showcased. She invited all the committee members to attend and to let others know about the event.

Professor Tuisku also demonstrated how the library collaborated with Professors Tracy Ciucci and Warren Smith to develop course-specific, web-based materials to improve the level of student writing on their assignments. These collaborative materials will be featured during the Development Day breakout session that will be led by Professors Ciucci, Smith and Tierney. It was also suggested that Professor Tuisku lead a Development Day breakout session in the spring to demonstrate to faculty the various ways that the library can help faculty and students.

Source: None

Action: Links to Research Companion and polishmywriting.com will be sent to the committee so they can review both products.

ITEM 3. Development Day Breakout Sessions/Gordon Rule

Discussion: Professor Tierney described for the committee the plans for the breakout session on Development Day. It was initially intended for a small group – maximum of 15. An email was sent to associate deans to ask for recommendations for faculty to attend the session and a number of faculty have already responded positively. Professor Marcie Pachter reminded the committee that this approach created some hard feelings in the past among those faculty who were not asked. To avoid this perception, the committee agreed that Professor Tierney would write to the cluster chairs indicating that a few individuals were specifically invited to help make sure that there is representation from the various campuses and disciplines, but that all faculty in Humanities and Social Sciences are welcome to register for this session and join the discussion.

Dean Irving Berkowitz reminded the committee that the most vital part of this breakout session is to review the Gordon Rule and rubric. In order to provide opportunity for the most faculty to participate, it was decided that the breakout session would be offered twice and that the enrollment would be opened to 30 seats.

Source: None

Action: Professor Tierney will contact cluster chairs and let them know that all are welcome to register for the breakout session. Ms. Shub will contact Kathy Gamble and make the appropriate arrangements for the creation of a second breakout session and to increase the enrollment in both sections.

ITEM 4. Release Time Positions

Discussion: Helen Shub informed the committee that Dr. Sharon Sass has approved four release-time positions (nine points) for the spring semester. Faculty who fill these positions will be expected to assist in the coordination of assessment activities on their campus. Anyone

who is interested in being considered for one of these positions was asked to let Ms. Shub know.

Source: None

Action: None

ITEM 5. How To Session 1

Discussion: Professor Tierney led the committee through an exercise called “What’s Worth Assessing”. This exercise modeled for the committee how they could lead a discussion with faculty to help them examine their own assessment instruments. It was observed by several committee members that a teamwork attitude will be an essential ingredient for success. As the committee moves forward in developing its plan for working with clusters, the principle of teamwork will be continuously encouraged.

Source: “What’s Worth Assessing” from *Practice with Student-Involved Classroom Assessment* (Arter & Busick, 2001)

Action: None

ITEM 6. Next Meeting – October 31, 2014 at 10:00 a.m.

Discussion: None

Source: None

Action: None

The meeting was adjourned at 12:00 p.m.

Submitted by:

Helen Shub, Scribe