

## **APPENDIX B**

General Education Review Task Force  
Meeting Agendas (Sept., 2010 – May, 2012)

## Agenda

### General Education Review Task Force NC A&T State University

September 20, 2010  
(Initial Meeting)

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1. Welcome/Introductions
2. Charge to the Task Force – Provost Linda Adams
3. Specific Tasks and Timeline (handout)
4. Guiding Principles (handout)
5. Initial Reading: *General Education & Liberal Learning: Principles of Effective Practice* (Association of American Colleges and Universities) (handout)
6. Task Force Communication/Resources
  - a. Blackboard Organization
  - b. Email
7. Schedule of Future Meetings
8. Questions

# Agenda

## General Education Review Task Force NC A&T State University

October 4, 2010

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### 1. Review of University Studies Reports

- University Studies External Review Team Report 11-05-09
- SACS Principle 2.7.3 - General Education - Narrative
- SACS Principle 3.3.1.1 - Assessment of Educational Programs - Narrative
- SACS 3-14-2008 General Education Self-Study Report
- SACS Principle 3.5.1 - College Level Competencies - Narrative
- SACS Principle 3.5.3 - Undergraduate Program Requirements - Narrative

### 2. Strengths, Weaknesses, Lessons Learned

- Based on reports
- Summary

### 3. Next Meeting

- Monday, October 25, 4 pm (tentative)
- Focus: AAC&U *General Education and Liberal Learning - Effective Practices in General Education*
  - Essential Learning Outcomes
  - Intentionality
  - Alignment with the Majors
  - Effective Pedagogy – High Impact Educational Practices
  - Assessment

### 4. Next Topic: General Education Learning Outcomes

- Current NC A&T General Education Learning Outcomes
- Desired General Education Learning Outcomes

### 5. Questions

## Agenda

### General Education Review Task Force NC A&T State University

October 25, 2010

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1. Outcomes of a General Education Program
2. What do students need to “look like”, in terms of their skills, knowledge, and dispositions, when they graduate from NC A&T?
3. Student Learning Outcomes – Linkages Between General Education and the Major
4. Essential Learning Outcomes, Best Practices, Alignment, Innovation, and Student Learning Outcomes
  - *AAC&U General Education and Liberal Learning - Effective Practices in General Education*
    - Essential Learning Outcomes
    - Intentionality
    - Alignment with the Majors
    - Effective Pedagogy – High Impact Educational Practices
    - Assessment
  - Red Balloon Project
    - Innovation
5. Working Groups
  - General Education Curricula – Peer Institutions
6. Next Topic: General Education Learning Outcomes
  - Current NC A&T General Education Learning Outcomes
  - Desired General Education Learning Outcomes
7. Upcoming Meeting Dates

Monday, November 8, 3:30 pm

Monday, November 29, 3:30 pm

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**November 8, 2010**

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1. Continuing discussion: What should students “look like”, in terms of their skills, knowledge, and dispositions, when they graduate from NC A&T?

2. General Education Student Learning Outcomes (SLOs)

What student learning outcomes will lead to the skills, knowledge, and dispositional goals outlined in question (1.) above?

Goal: A draft list of university-level student learning outcomes consistent with the strategic goals of the university and the requirements of a twenty-first century global economy.

We'll begin sharing these SLOs at School/College unit meetings in January for discussion and feedback.

3. Next Meeting: Monday, November 29, 3:30 pm

Topic: Review of peer institution general education programs and student learning outcomes (to be assigned to committee members)

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**November 29, 2010**

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1. Review of NC A&T State University Peer Institution General Education Programs
2. UNC-Greensboro Mini-Institute on General Education (Dec. 8-9)
3. Plans and Timeline – Spring, 2011
4. AAC&U Publications
5. Meeting Dates/Times – Spring Semester, 2011

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**February 7, 2011**

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1. Committee Progress to Date
2. University-Level Student Learning Outcomes
  - a. Departmental Survey – January 2011
  - b. SPRC-Subcommittee on Teaching and Learning
  - c. AAC&U LEAP Essential Learning Outcomes
  - d. GERTF Outcomes – Fall 2010
3. Plans and Timeline – Spring, 2011
  - a. Student Learning Outcomes (5-7)
  - b. Curriculum
4. Meeting Dates/Times – Spring Semester, 2011
  - Every other week, alternating Mondays and Tuesdays, 10 am – 11:30 am (looking for single location)
  - Executive Committee meeting in-between Task Force meetings to guide action toward goals

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**February 22, 2011**

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1. University-Level Student Learning Outcomes
  - a. Departmental Survey – January 2011
  - b. SPRC-Subcommittee on Teaching and Learning
  - c. AAC&U LEAP Essential Learning Outcomes
  - d. GERTF Outcomes – Fall 2010
  
2. GERTF University-Wide SLOs (5-7)
  - a. School/College Meeting Discussion – March
  - b. Faculty Senate Discussion – March
  - c. Final Version - April
  
3. Next Steps
  - a. GERTF Executive Committee
  - b. Initial Discussion/Drafts of Gen Ed Curriculum (March-April)
  
4. Meeting Dates/Times – Spring Semester, 2011
  - Every other week, alternating Mondays and Tuesdays, 10 am – 11:30 am (looking for single location)
  - Executive Committee meeting in-between Task Force meetings to guide action toward goals



## **Agenda**

### **General Education Review Task Force NC A&T State University**

**March 14, 2011**

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1. School/College/Faculty Senate Meetings – March
  - a. Handout
2. SACS Principles for General Education and NC Community College Articulation Agreement information
  - a. Handouts
3. Initial Development of Revised Gen Ed Curriculum - Starting Points
4. Plans for addressing General Education Proposals Received
5. Next Meeting

Tuesday, March 29, 2011, 10:00 – 11:30 am  
College of Arts and Sciences Dean's Conference Room  
4<sup>th</sup> Floor, New Classroom Building

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**March 29, 2011**

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1. General Education Proposal Presentations and Discussion

[Note: proposals sent out previously via email to all Task Force members]

- a. Foreign Languages
- b. History Department
- c. English Department

2. Remaining Spring 2011 Task Force Meetings

Monday, April 11, 2011, 10:00 – 11:30 am  
College of Arts and Sciences Dean's Conference Room  
4th Floor, New Classroom Building

Tuesday, April 26, 2011, 10:00 – 11:30 am  
College of Arts and Sciences Dean's Conference Room  
4th Floor, New Classroom Building

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**April 11, 2011**

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1. Modifications to DRAFT University Student Learning Outcomes (SLOs)
  - a. Quantitative and Analytical Reasoning
    - i. Adding “Scientific Reasoning” to this SLO
    - ii. Responding to preliminary curriculum ideas
  - b. Global Issues and Cultural Awareness/Diversity
    - i. Review AAC&U VALUE Rubric on “Intercultural Knowledge and Competence”
    - ii. Responding to Faculty Senate comment
2. General Review of General Education Proposal Presentations
  - a. SLOs vs Curriculum
  - b. Foreign Languages, History Department, English Department
3. Development of “Beta” Draft of Curriculum by May 15 2011
  - a. Credit hours, distribution of credit hours, assessment
  - b. Feedback from Chairs, Deans during summer
  - c. Need for Mini-Retreat? If so, when?
4. Remaining Scheduled Spring 2011 Task Force Meetings

Tuesday, April 26, 2011, 10:00 – 11:30 am  
College of Arts and Sciences Dean’s Conference Room  
4th Floor, New Classroom Building

## Agenda

### General Education Review Task Force NC A&T State University

April 26, 2011

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1. General Review of General Education Proposal Presentations
  - a. SLOs vs Curriculum
  - b. Foreign Languages, History Department, English Department
2. Development of "Beta" Draft of Curriculum by May 15 2011
  - a. Credit hours and distribution of credit hours
  - b. Feedback from Chairs, Deans during summer
  - c. Mini-retreat date/time

3. Reminder:

Faculty Senate Meeting  
3:00 pm  
2014 Smith Hall

Action item: Request for passage of student learning outcomes (see April 12, 2011 email with formal request for vote)

*Please attend if possible.*

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**Extended Workshop Session  
8:30 am – 11:00 am  
May 11, 2011**

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1. Faculty Senate Approval of Student Learning Outcomes
  - Passed at April 26, 2011 Faculty Senate Meeting
2. Development of Draft General Education Curriculum Requirements
  - See emailed draft from May 10, 2011
3. General Education Curriculum Revision 2011-2012 Timeline
  - See emailed draft from May 10, 2011
4. Next Steps – Summer, 2011 and Fall, 2011

## Agenda

### General Education Review Task Force NC A&T State University

September 7, 2011

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1. Quick Review of 2010-2011 Milestones
  - a. Faculty Senate approval of student learning outcomes (April 2011)
  - b. Draft proposed general education credit requirements (May 2011)
2. Summer 2011 Progress
  - a. Chairs' retreat (June 2011)
  - b. Update for new Provost (July 2011)
  - c. Preliminary revised curriculum guides (August 2011)
3. General Education Curriculum Revision 2011-2012 Timeline
  - a. Cabinet meeting (Sept. 6, 2011) comments
  - b. University-wide discussion/feedback (September 2011)
  - c. Faculty Senate vote
4. Next Steps – Action Items
  - a. Appointment - General Education Curriculum Committee
  - b. Development of Learning Outcomes Narratives and Examples
  - c. Development of General Education Course Approval Form
5. Next Meeting
  - Biweekly meetings (?) - through October, Wednesdays, 1 pm
  - Beginning September 14 (next week)

#### Handouts:

- Timeline for General Education Curriculum Revision [annotated]
- General Education Revision Timeline 2011-2012 [detailed]
  - Proposed General Education Curriculum Requirements (DRAFT, September 1 Version)

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**September 21, 2011**

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1. Subcommittee Update - Student Learning Outcome Narratives/Examples
2. Update – September School/College Meetings and Gen Ed Revision Blog
3. Process for Developing General Education Curriculum Committee
4. Process for General Education Course Proposals/Approval
5. Timelines/Deadlines for Fall 2011
6. Meeting Schedule (So Far) – Fall 2011 – All meetings at 1:00 pm
  - September 28 – Need meeting space
  - October 12 – Dean’s Conf. Room, General Classroom Bldg.
  - October 26 – Dean’s Conf. Room, General Classroom Bldg.

#### Handouts:

- Email summarizing discussion with Brian Sims
- Various forms from NC State University Council on Undergraduate Education (gen ed course proposal forms, composition of council, council charge)

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**September 28, 2011**

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1. Subcommittee Update - Student Learning Outcome Narratives/Examples
2. Discussion of Sept. 27, 2011 Memo to Provost and Deans – Issues from September Meetings/Discussions
3. Draft Duties and Responsibilities - General Education Council/Committee

The Faculty Senate will lead this effort. The exact makeup (total number and distribution of members) of the group and the selection process for membership are yet to be determined. Things that need to be considered:

- Inclusion of all academic units across campus
- Overall size
- Disproportionate representation by faculty from the college of arts and sciences (since they will be the primary (but not sole) providers of most general education courses)
- Members' expertise in the six general education student learning outcome areas (ethics; intercultural and global awareness; written and oral communication; quantitative and analytical reasoning; civic engagement/service learning; and critical thinking)
- Willingness to engage in the duties of the committee with a high level of engagement and effort

4. Preliminary Draft – Narrative for the Civic Engagement/Service Learning Student Learning Outcome

(continued on next page)



5. Next meeting of the General Education Review Task Force:

Wednesday, October 12

1:00 pm

Dean's Conference Room, General Classroom Building

Handouts:

- September 27, 2012 Memo to Provost and Deans
- University Studies course listing
- Proposed duties and responsibilities for General Education Council/Committee
- Draft narrative of Civic Engagement student learning outcome

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**October 12, 2011**

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1. Review of Progress to Date and Next Steps
  - College of Arts and Sciences Chairs' Meeting – Oct. 12
  - Dean's Retreat – Oct. 20
  - Faculty Forum – Nov. 2 (3 pm)
  - Faculty Senate Meeting – Nov. 22 (3 pm)
2. Responses to September School/College Feedback/Discussion – revised general education curriculum option for discussion
3. Status of General Education Student Learning Outcome Narratives/Examples
4. General Education Committee – Faculty Senate Educational Policies Subcommittee Meeting (Thursday, October 6)
5. Upcoming Meeting Schedule – All meetings at 1:00 pm
  - October 26 – Dean's Conf. Room, General Classroom Bldg.
  - October 26 – Dean's Conf. Room, General Classroom Bldg.
  - November 9 – Dean's Conf. Room, General Classroom Bldg.
  - November 30 – Dean's Conf. Room, General Classroom Bldg.

Handouts: Sent via email on October 11

- Comparison of Proposed NC A&T State University and NC Community College General Education Requirements
- Proposed General Education Curriculum and Option for Discussion (October 6 2011)
- Proposed General Education Curriculum Requirements - Summary of Discussions/Feedback to Date – October 6 2011

## Agenda

### General Education Review Task Force NC A&T State University

October 26, 2011

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1. General Education Curriculum Revision Update
  - Current Status
  - Timelines
  - Next Steps
2. Update on General Education Committee/Council
  - Faculty Senate Educational Policy Committee - Roy Coomans, Chair
3. Upcoming Faculty Forum - November 2 - General Education Discussion
4. General Education Student Learning Outcomes and Narratives (Draft)
5. Course Proposal Process (for initial general education course listing)

Handouts (sent via email October 24):

- General Education Curriculum (Oct. 24) - Faculty Senate Handout
- Draft of SLO Narratives

Upcoming Meeting Schedule (all meetings at 1:00 pm)

- November 9 – Dean’s Conf. Room, General Classroom Bldg.
- November 30 – Dean’s Conf. Room, General Classroom Bldg.

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**November 9, 2011**

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1. General Education Curriculum Revision Updates
    - Faculty Forum Summary
    - Current Issues – free elective recommendation to accommodate NC Community College transfers with AA or AS degree
    - Faculty Senate Vote – Tuesday, November 22
    - Timeline for Implementation
  2. Status Update - General Education Student Learning Outcomes, Course Proposal Form Development
  3. Status Update - General Education Committee/Council (Faculty Senate Educational Policy Committee - Roy Coomans, Chair)
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Upcoming Meeting Schedule (all meetings at 1:00 pm)

- November 30 – Dean’s Conf. Room, General Classroom Bldg.

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**November 30, 2011**

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1. Faculty Senate Approval of General Education Curriculum and Student Learning Outcomes (Review)
2. Development of General Education Student Learning Outcomes for General Education Course Proposal Process

#### Background:

- GERTF-generated student learning outcomes
- IEC distillation of GERTF-generated student learning outcomes

Question: Student learning outcomes needed for social/behavioral and fine arts/humanities areas?

3. Process for Developing General Education Course List
4. General Education Council – Update (Roy Coomans, Faculty Senate)

#### Handouts:

- Draft SLOs - GERTF Draft from Oct 24
- Draft SLOs - IEC Draft from Nov 28
- Sample SLOs - NC State University - course proposal forms
- Sample SLOs - UNCG - course proposal forms
- NCAT General Education Curriculum - Nov 22 2012

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**February 1, 2012**

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1. DRAFT General Education Course List Addition Forms – Feedback and Revisions Needed
2. Process for Developing General Education Course List – Timeline and Next Steps

#### Next Meeting:

Review of General Education Course Addition Requests  
February 21, 2012  
8:30 am – 4:30 pm

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#### Handouts:

- Draft - A Guide to General Education Student Learning Outcomes
- Draft - General Education Course List Addition Process
- Draft - General Education Course List Addition Rubric
- Draft - General Education Course List Addition Form - Written Communication

## **Agenda**

### **General Education Review Task Force NC A&T State University**

**February 21, 2012**

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Review of General Education Course Addition Requests (First Round)

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## **Agenda**

### **General Education Review Task Force NC A&T State University**

**April 10, 2012**

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Review of General Education Course Addition Requests (Second Round)

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