10/17/05
Liaison Reports for10/18/05 GEC Meeting

1. E Board, Richard Bigus, Liaison

2. H Board, Emily Hawkins, Liaison

3. O Board, October 14, 2005
Jeannie Lum, Liaison
1. Reviewed late O proposals for Fall.
2. Updated committee on pending proposals needing quorum for approval.
4. Decided date, November 9th, 3:30-5:00pm for O Workshop this fall.
5. Will delay decision for Spring Workshop till Spring semester

Discussions:
1. Proposals: One of the major issues appearing in faculty is that they don't feel they have the skills to teach oral communication in their courses, but would like to have the O designation because they include student presentations in their classroom activities.
2. Renewals: Members reviewed the renewal requirements and discussed possible revisions of the requirements stated on the website. Bill will be putting together the revised renewal questions and, once the board approves, pass them on to me for the GEC to look at. Members decided personal response to faculty on pending proposals was still the best approach over returning the whole proposal with comments. The latter appeared too "bureaucratic" and alienating.
3. Workshops: Members discussed various venues for training faculty on incorporating and evaluating O focus hallmarks in their courses. They will invite faculty from a variety of disciplines who have had success in their O focus activities to cover three areas: 1) public speaking, 2) interviewing, and 3) facilitating student discussion in the classroom. They will also ask presenting faculty to share their formats for assessment and evaluation.

Questions raised for GEC: 1) Should there be some standard format required uniformly for all focus board proposals where designated courses must include a statement of the hallmarks (O,E, etc) in their syllabus. 2) Should the course syllabus also include a statement of learning outcomes related to the focus area hallmarks?

4. W Board, James Marsh, Liaison

5. Foundations Board, Jon Goss, Liaison

The meeting was brief. The Board finalized membership of three working groups assigned to come up with explanatory notes for the Foundations hallmarks and assessment criteria for renewal of designations.

The Board discussed the need to do assessment without undue burdens on departments or the Board itself. Some suggestions for possible strategies included:

--review of syllabus
--directed survey questions
--review of examinations
--review of writing samples or portfolios
F Board (cont’d)

The Board committed to complete the assignments by the end of this semester so there is adequate time to publicize the explanatory notes and renewal process. Proposals for renewal will probably be due by March 2006. It was proposed to hold a workshop for faculty early in Spring 2006.

In the meantime, working groups should try to report their progress by the next meeting on November 15.

6. HSL
Helen Baroni, Liaison