

## 2022-2023 General Education Directors' Annual Report

This academic year, working throughout campus with our colleagues, we were happy to accomplish the following:

1. Worked with Teresa Sheperd to remove website content that is now listed on the blog
2. Reorganization of the Gen-Ed blog to allow for more extensive content within each heading of "Info for advisors," "For instructors," etc
3. Worked with Senate Gen-Ed Committee to initiate procedure, and updated the student petition form, to include optional input from advisors
4. Initiated pilot revision to create simplified course proposal form designed to ensure alignment between questions and SLOs / Essential Characteristics: streamlined and consistent across all areas of Gen Ed
5. Fall 2022, we assessed: EL-CL, EL-VL, EL-HW, CSV-DUSS, CSV-GC; in Spring 2023: FL-W, CC-AAC, CC-HBSI, CC-LIT, CC-NW
6. In Fall 2022, we conducted assessment workshops for: EL-VL (9/23), EL-CL (9/30), AR-IL (10/7), CC-LIT (11/4), CC-NW (11/11)
7. In Spring 2023, we workshopped: FL-OC (3/30), EL-FL (3/1), CC-HBSI (3/2), CC-AAC (3/23), CSV-DUSS (4/6), CSV-GC (4/6), EL-HW (4/13), FL-W (4/19).
8. The assessment workshops were all recorded on Zoom and made available to all instructors of each area (on Kaltura in a Gen Ed channel that we created). There was some "catching up" with these workshops, but moving into 2023-24, we are in position to conduct 5 workshops per semester, covering the area that was assessed in the previous semester.
9. Collected syllabi for reporting and assessment purposes. Not all faculty members responded to requests for syllabi -- took steps to streamline the collection process. In Fall 2022, we started using Google forms that would upload files into designated folders. Also, for single courses with multiple sections, we are collecting one sample syllabus: for example: a single syllabus for all sections of SPCH-S 121
10. Reported assessment results in Taskstream.
11. Continued to promote the use of "Class Descriptions," particularly for Common Core courses, to make iGPS more useful for students and advisors and phased out the previous practice of preparing PDF of Common Core courses, with manually collected descriptions, to reduce redundancy and the risk of disseminating outdated information. Developed a proposed workflow that would streamline the process of making sure that VTs for courses on the Schedule of Classes have been formally approved while also making sure that Class Descriptions are being added.
12. Consolidated files from Google into Teams
13. After multiple assessment workshop presentations, decided that the assessment pool/sampling was too limited. If HLC only needs 50% from each course, then we should reach out to everyone, assuming that we'll get about 2/3 of people to participate (instead of creating a random sampling of 50% and then only having half of those instructors participate)
14. Senate presentations Sept 16, 2022

15. Presented to Stacy Merken's class on Oct 4, 2022
16. Spear-headed effort to add Social Work representation on Gen Ed Committee
17. Worked with Gen Ed committee to establish new policy for provisional course approvals
18. Prepared explanation document regarding syllabus collection on blog, as related to new Google form submission process
19. Continued to announce newly approved gen-ed courses on blog
20. Processed student appeals and reported our decisions and established a new practice of doing this communication through Adrx for better record keeping
21. Reviewed bulletin edits
22. Met monthly with interim Executive Vice Chancellor of Academic Affairs
23. Discussed with EVCAA issues related to future of Gen Ed: Should there be a common gen-ed for online programs? What to do about who transfer from online to face-to-face program or vice-versa? Would students wanting to transfer out of an online program, to a face-to-face program, be tempted to change to a different campus that has a gen-ed program that's the same as the online program?
24. Met regularly with the General Education Committee, on which we serve ex-officio.

### **Final Comments**

Support staff assistance would be highly beneficial for the collection of syllabi and other administrative-type tasks.

### **Goals for Next Year 2023-2024**

- Be active in university-wide policy changes, such as 8-week long Gen Ed offerings, possible standardization of regional campus' GenEd curriculum?
- Explore using "point people" for syllabi collection: utilize systems that are already in place whereby faculty send in syllabi to an administrator.
- Make sure that VT course descriptions are present in iGPS (admin assistance?)
- Continued website and blog revisions to clarify and streamline content
- Improve enrollment management so offerings match the actual need, balancing efficiency with departmental needs.
- Refine course proposal procedures and forms to improve alignment with SLOs and Essential Characteristics
- Work toward creating a culture of "this is what you do when you teach a Gen Ed class" to normalize the expectation of syllabi and rubric collection
- Create a "publicity cycle" for assessment workshops. Create the schedule at the beginning of each semester; announce them in Daily Titan, etc, since participation was often low
- Try to dive into some of the "special case courses" for Gen Ed within the Professional Schools, make sure that those are counted for all majors (For instance, EDUC-F 201 counts toward Public Speaking, but it is not listed on the bulletin as an approved course)