

2021-2022 General Education Directors' Annual Report

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

1. Complete transition of both outgoing directors (Kristyn Quimby and Lyle Zynda) to two new incoming directors (Jennifer Muñiz and Henry Scott)
2. In Fall 2021, we conducted a full assessment of all components within the Common Core and Writing, plus a pilot assessment for Financial Literacy. In Spring 2022 we conducted a full assessment of Oral Communication, Quantitative Reasoning, Critical Thinking, Information Literacy and Financial Literacy.
3. Establishment of Gen-Ed blog to facilitate rapid communication of new information: newly approved courses, revised procedures, assessment updates, advising news, etc.
4. Collected syllabi for reporting and assessment purposes. Not all faculty members responded to requests for syllabi -- taking steps to streamline the collection process.
5. Reported assessment results in Taskstream.
6. Promoted 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PDF of Common Core courses, with manually collected descriptions, to reduce redundancy and the risk of disseminating outdated information.
7. Worked to formalize procedures for creating new tagged information literacy courses.
8. Worked with FYS Director to, for example: incoming students with ACP or transfer credits approaching 30-credit threshold; notifying students about need to take FYS in first year; petition procedures for students seeking substitution or exemption; estimating FYS section demand; registration issues for those over 30 credits; Guided Pathways and 21st century scholar sections; and communicating these issues to Gen Ed committee so that they are aware of reasons behind some possible petitions for exemptions from FYS
9. Clarified tags in iGPS referring to Info Lit
10. Designed new assessment rubric worksheet to simplify data entry and reduce errors
11. Worked with IT to update student petition entry forms to reflect revised curriculum
12. Worked with Gen Ed committee to establish Website Revision Group for Summer 2022.
13. Worked with Gen Ed committee to establish data-gathering question related to how proposing faculty will differentiate 100- from 300-level Common Core courses.
14. Worked with Gen Ed committee to establish new policy for provisional course approvals
15. Prepared explanation document regarding syllabus collection on blog
16. Created workflow for announcing newly approved gen-ed courses on blog
17. By starting from Word files from previous directors established web pages for online presentation of historical listings of approved Common Core courses
18. Promoted campus-wide, collaborative, enrollment management discussion for gen-ed courses with a presentation to Deans and then to Senate. Plan to create working group comprised of Dept Chairs across campus.
19. Hosted QR and CT Assessment Workshops in April, 2022. We summarized the assessment data gathered from last time they submitted rubrics (Fall 2020) and facilitated discussions related to utilizing assessment data to improve instruction.

20. Made three presentations to Senate (Sept, Feb, April)
21. Worked with Gen Ed Committee to formally grant approval to existing HPER courses for health and wellness that had not yet been approved
22. Established working policy for how to handle approval for transferred gen-ed courses that have credit deficit from outgoing institution compared to our campus
23. As part of transition, participated in workshop for professional advisors in summer 2021 to ensure all was clear with the new Gen Ed starting in Fall 2021
24. Established a workflow to facilitate smooth documentation and programming for newly approved GE courses, in the form of a spreadsheet for which new GE courses are entered, with a checklist to formalize the process of ensuring that they end up in the bulletin, announced on GE blog, and necessary programming updates are made to AAR
25. Worked with Associate Vice Chancellor for Academic Affairs on awareness of how pressure to get high school students dual credit in areas of general education would affect our campus. Recognized this will be an ongoing issue that needs attention and review.
26. Processed student appeals and reported our decisions and established a new practice of doing this communication through Adrx for better record keeping
27. Substantial bulletin edits made in conjunction with Academic Affairs in relation to transfer policy, STGEC/ICC and Associate degrees, plus updates related to newly approved courses and curricular revisions
28. Attended virtual AAC&U conference Feb. 9, 2022. Key take-aways: (1) Assessment: more automation; (2) Syllabi collection: establish point persons; (3) Looping around and adjusting SLOs based on assessment; perhaps do workshop at UCET on assessment
29. Met with the iGPS and AAR programmers to understand process for coding Gen Ed courses and how to add newly approved Gen Ed courses into AAR. We also discussed how attributes can be assigned or changed.
30. Provided consolidated assessment data to Linda Chen for HLC.
31. Met monthly with interim Executive Vice Chancellor of Academic Affairs
32. 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 2022-2023

- 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