

Gordon Rule Oversight and Writing Across the Curriculum Committee Meeting Minutes

February 27, 2017

Location: DM 482

Attendees: Wilmer Arellano, Jen Bartman, Vernon Dickson, Tim Goddard, Kimberly Harrison, Ellen Thompson

Absent: Barbara King (family leave), Marcy Kravec (out of town)

1. Approval of the Minutes for the Nov. 10th Committee Meeting

Members voted unanimously to approve the minutes.

2. Final Discussion and Vote on Two Documents: “Process for Submitting a Course for Gordon Rule Designation” and “Gordon Rule Course Design Checklist”

Members discussed finalizing the documents, significance of changes, and preferred method of collecting materials. Members decided one more revision was necessary and postponed voting on the documents until the April 17th meeting.

3. Plans for Continued Assessment of Gordon Rule Courses

Members reviewed similar committees’ policies and procedures for oversight of existing curricula to begin to develop policies and procedures for oversight of the GR Curriculum.

- A. Reviewed “Oversight of the Existing UCC Curriculum” (attached below)
- B. Reviewed “Oversight of the Existing GL Curriculum” (attached below)
- C. Discussed both examples to begin to develop policies and procedures for oversight of existing Gordon Rule Curriculum.

Next Meeting: April 17th

Policies and Procedures for the Senate's University Core Curriculum Oversight Committee:

The Committee oversees the UCC, and this entails that it holds all of the following accountable:

Departments and programs offering UCC courses (for fulfilling the relevant goals and objectives for their courses, and for meeting the general requirements for the UCC), Deans and colleges, as well as the Provost and President (for providing the resources necessary for the UCC to accomplish its goals), and the Offices of Undergraduate Studies, Institutional Research, and Program Review (for providing the necessary data, information, and support which makes this oversight possible).

Committee Policies and Procedures:

1. New UCC Course Proposals: Departments and programs may submit existing courses for inclusion in the UCC to the Committee which will transmit any positive recommendations to the Faculty Senate for its consideration. Courses may be submitted for only one requirement area, and submissions must include both a full sample syllabus and a justification which clearly addresses how the course fulfills the goals and objectives for the requirement area. Courses offered for this curriculum should be offered regularly to the general undergraduate student population, and should generally be at the 1000 and 2000 level (no 4000 level courses are allowed). If a course is submitted for a requirement area which is already full (most of the areas are limited to twenty courses), the department or program proposing the course may identify a course which they recommend for elimination from the requirement area so as to allow for inclusion of the proposed course. If the Committee recommends a course for a requirement area which is already full, its motion to the Faculty Senate must specify which course will be deleted from the UCC to make room for the new course.

2. Oversight of the Existing UCC Curriculum:

a. The Committee will examine information compiled by Undergraduate Studies and Institutional Research each semester regarding enrollment trends, grade distributions, student demand for particular courses, percentage of courses being taught by full-time faculty, and other information relevant to effective oversight of the UCC. The Committee will work to ensure that requirements specified for the UCC (for example that all three-credit courses 3000 level or above have at least 50% of their sections taught by full-time faculty members) are met. The Committee will examine the issue of class size for all UCC courses, and will check to see that each UCC course is being offered regularly – each UCC course should be offered at least once a year. Where concerns arise the Committee will notify the relevant departments and programs and work with them to rectify the problems.

b. Each UCC section must have its syllabus posted on the Web with links from the department or program websites. The Committee will regularly review the syllabi of sections of UCC courses (sometimes consulting with appropriate experts) in an effort to determine if the UCC courses as they are actually being taught are designed to achieve the goals of the UCC.

c. On a tri-annual basis, units offering UCC courses must compile a Course Portfolio for specific UCC courses as designated by the Committee. The department or program involved shall provide a portfolio for these sections containing at least the following information: the syllabus, SLO's, course outcome assessment matrix from IE, and the rubric used to collect data on the SLO's. The Committee will use these portfolios to assess whether a course meets the goals, objectives, and requirements of the UCC.

e. Departments and programs are encouraged to supply other information which may help the Committee to assess how well UCC courses are fulfilling the goals, objectives, and requirements of the UCC.

f. An annual "State of the UCC" report will be written by the chair of the Committee with input from other Committee members. The report will be distributed to the University Community and summarize the committee's work.

g. When the Committee determines that a course is not meeting the goals, objectives, or requirements of the UCC, the Committee will make its concerns known to the department or program offering the course and work with it to rectify the situation. Where sufficient progress is not made, the Committee may recommend to the Faculty Senate that the course be dropped from the UCC.

Approved by UCCOC: 2.22.11

Approved by Faculty Senate: March 29, 2011: **Motion#10/11:46**

Global Learning Curriculum Oversight Committee Policies and Procedures

The Committee oversees Global Learning (GL) courses at FIU and this entails that it holds all of the following accountable:

departments and programs offering GL courses (for fulfilling the general requirements for GL designation), deans and colleges, as well as the Provost and President (for providing the resources necessary for GL courses to be included and remain in the undergraduate curriculum) and the offices of Undergraduate Education (UE), Planning and Institutional Research (OPIR), Academic Planning and Accountability (APA) and Global Learning Initiatives (OGLI) (for providing the necessary data, information, and support which makes this oversight possible).

Committee Policies and Procedures:

1. GL Course Proposals: Departments and programs may submit new and existing courses for GL designation to the Committee, which will transmit any positive recommendations to the Faculty Senate for its consideration. Courses must include a full sample syllabus that clearly addresses how the course fulfills the student learning outcomes for global learning. Submissions must also include a comprehensive assessment plan for the global learning student learning outcomes. Global learning foundations course syllabi must also include interdisciplinary content and readings, active learning strategies, an integrated co-curricular activity, and the common reading. Global learning discipline-specific course syllabi must also include global content and readings and active learning strategies. All GL courses should be offered regularly to the general undergraduate student population.

2. Oversight of the Existing GLC Curriculum:

a. The Committee examines information compiled by UE, OGLI, and OPIR each semester regarding enrollment trends, grade distributions, student demand for particular courses, percentage of courses being taught by full-time faculty, and other information relevant to effective oversight of GL courses. The Committee examines the issue of class size for all GL courses, and will check to see that each GL-designated course is being offered regularly—each GL course should be offered at least once a year. Where concerns arise the Committee will notify the relevant departments and programs and work with them to rectify the problems.

b. Each GL course must have its syllabus posted on the Web with links from the department or program websites. Tri-annually, the OGLI will review the syllabi and assessment matrices of GL courses (sometimes consulting with appropriate experts) and submit a report to the committee for review.

c. The Committee examines information compiled by the OGLI about program and student learning outcomes and assessment. Information gathered here will be retained for future reference as the Committee engages in its on-going oversight.

d. The Committee may request departments and programs offering GL courses compile a Course Portfolio for specific GL courses. The department or program involved shall provide a portfolio for these courses containing at least the following information: a hard copy of the syllabus, copies of student assignments, samples of student work fulfilling the assignments, a completed assessment matrix, and a student satisfaction-and-response report. The Committee will use these portfolios to assess whether a course meets the requirements for GL designation

e. Departments and programs are encouraged to supply other information that may help the Committee to assess how well GL courses are fulfilling the requirements for GL designation.

f. The Program Review process should require that departments and programs discuss how they support their GL courses in their self-studies, and this information should be shared with the Committee. Faculty Senate Committees involved in the review of a program should take it as an essential part of their duties to carefully examine how that program supports its GL courses.

g. The chair of the Committee writes an annual “State of the GL” report with input from other Committee members. The report is distributed to the University Community and details progress, problems, opportunities, barriers, etc.

h. When the Committee determines that a course is not meeting the requirements for GL designation, the Committee makes its concerns known to the department or program offering the course and work with it to rectify the situation. Where sufficient progress is not made, the Committee may recommend to the Faculty Senate that the course’s GL designation be removed.

Approved by the GLCOC: June 8, 2011

Approved by the Faculty Senate: June 14, 2011