

**General Education Committee  
Minutes**

October 21, 2013

<b>Present:</b>	Mark Jacobson	Bernie Quetchenbach
	Melinda Tilton	Kurt Toenjes
	Mike Havens	Tom Regele
	Jodi Lightner	Leanne Gilbertsen
	Patricia Nichols	Rosemarie Dugi
	Scott Harris	TyRee Jenks
	Matthew Green (student)	Becky Lyons (ex-officio)
	Tasneem Khaleel (ex-officio)	

<b>Absent:</b>	Rhonda Dillman*	Jennifer Lynn*
	Elizabeth Fullon*	

\*excused

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Kurt Toenjes called the meeting to order at 3:00 p.m. in McMullen 305.

The minutes of September 23 were accepted as presented.

I. DISCUSSION/ACTION ITEMS

**A. ETS Test Implementation Plan for 2013-2014**

The ETS test needs to be administered to as many senior students as possible. Our primary options are to ask faculty to do the test during a class, as we did last spring, or to set aside a time for students to come to a site and test in a group. It was noted that if we put a notice on the application for graduation that we strongly recommend students take the test before they graduate, many students will take the test because they do not want to risk their graduation. However, we definitely do not want to hold a student from graduating if he or she has not taken the exam. We also have the option to send a letter to all seniors urging them to take the test.

It is more likely that we will get better effort from students and have higher student participation if we do the test in class. The issue with this tactic is getting faculty to agree to give up an entire class period to administer the test. It was cited that the faculty themselves do not have to be present—we can ask others to proctor the exams, such as the College Success Specialists.

It was noted we definitely have time to get faculty to plan this into the syllabi for Spring semester, but Fall is another issue. However, many programs have their capstone course scheduled in Fall, since students are student-teaching in the Spring. We need to be able to include those students in Fall.

It was suggested that we need a uniform “script” so students receive the same information about the test. We also need clear directions for what to do after the tests are completed.

The question was raised as to whether we can do the test online. It was noted that ETS does have an online test, but it’s more expensive. It’s somewhere around \$5 to \$10 more per student. It also requires collaboration with I.T. because it’s a completely different system.

It was stated that we can send in our tests to ETS whenever. If we want to send the Fall 2013 tests in right away and send the Spring 2014 tests in later, we can do that. We also have the option of turning all the tests in at the end of this academic year.

It was noted that we do need to offer students the opportunity to take the test in a non-class time, especially for programs with online or student-teaching type capstone courses. We should set up a schedule that is the same every year, such as every October 14 and November 14, and then February 14 and March 14, so students learn the routine and remember it.

The biggest concern is, word will spread that the test is not required, just recommended, and over time fewer and fewer students will take the test.

Perhaps the best bet is to give faculty the choice to add the test to their class time or encourage their students to go to one of the open testing sessions. It was suggested that food is a big motivator, so the testing sessions may do best at noontime and we give the students lunch after they take the test. We could also ask that some sort of notice to the students about the open testing sessions be added to the website. The test time would probably work best on a Tuesday or Thursday, since the Monday-Wednesday-Friday schedule is tighter. It was agreed that Tuesday would be better so as not to exclude student-athletes. We may also want to ask students at the open testing sessions to fill out a sheet with name and other information, so we can track who is taking the test.

It was agreed that faculty will be given the choice of doing the test in class or encouraging students to go to an open testing session. We will have at least two Tuesdays for testing. We will consult with Vice Provost Matt Redinger about proctors for the testing sessions and lunch for the students. We will also find out if we can offer lunch for in-class testing.

The question was raised as to what questions we might want to add to the Spring 2014 test. It was suggested that we add a question about whether the student has taken Gen Ed courses at another institution.

Next year we need to tackle online testing and assessment of City College Gen Ed.

## **B. Other**

Students who are transferring into MSUB have to prove they have met the University System requirement for an Indian Education for All course. Students who begin and finish their Gen Ed at MSUB do not have to meet this requirement. Students who begin their Gen Ed here but plan to transfer are advised to take an Indian Education for All course, because

they, too must prove they have met the University System requirement. This is a strange and confusing application of the MUS Core requirement for a course with Native American content.

The meeting adjourned at 4:00 p.m.

Respectfully submitted, Rita J. Rabe Meduna.