**RHODE ISLAND COLLEGE**

**Committee On General Education**

**Monthly Report for UCC**

**Meeting Date: Friday, November 17, 2023**

**Time: (9 – 10 am)**

**Location: Zoom (**<https://ri-college.zoom.us/j/8855599445>)

Present:, S. Basu (Chair), J. Capece, , S. Costa, J. Dagle, J. Harrison, Q. Hughes, R. Kraus II, E. Miller, S. Oliveira, S. Picard, L. Schuster, H. Shadoian, R. Quintana Vallejo.

Excused: K. Almeida, D. Gill.

Absent: B. Caouette, J. Fearon-Lynch,

**Discussion Summary for November, 23**

* The November meeting was shortened to an hour to accommodate other meetings on campus committee members needed to attend. Following key items were discussed:
* Links to FYS and FYW programs should be included on the COGE website. Although these programs are independently administered by designated program directors, the programs themselves fall under Gen Ed. A link on the COGE website would be useful for quick information gathering on Gen Ed for both students and faculty.
* Stephanie Costa designed and shared a sample Qualtrics course proposal form for Gen Ed Distribution courses. The updated form provides the following key information, 1) definition of the distribution categories, 2) listing of learning outcomes tied to each category which are displayed when a specific category is selected, and 3) a place to describe activities that teach and assess the learning outcomes. Committee members overall liked the updated version and shared ideas on further edits to ensure a user-friendly and clear online form. The eventual goal is to create an online form that can be downloaded and saved in a PDF version for circulation to gather online signatures and submission to COGE for approval.
* COGE also discussed whether all course proposals should include a syllabus going forward. Discussion ensued on the pros and cons of requiring a syllabus. Overall faculty thought it was a good idea to ask for a sample syllabus that provides information on key assessment of all learning outcomes attached to a category. Past experience suggests that Gen Ed course proposals that included a sample syllabus were more likely to be approved. Appropriate and reasonable syllabus templates will be discussed in upcoming meetings.