

## **General Education Deans - IFCC Meeting Minutes**

Thursday, June 28, 2018

Central GA Technical College, Macon Campus

3300 Macon Tech Drive, Macon, GA 31206

10 am – 3 pm (Sign in begins at 9:30 am)

Working Lunch

Chair- John H. Richardson, Augusta

Recorder- Leslie McFarlin, North Georgia

TCSG CPS- Benita H. Moore

- Call to order- John Richardson called the meeting to order at 10:12 am. He expressed thanks for the work of the group and challenged everyone to keep the collaboration going. He told the group that this was his last year as chair of the General Education Deans IFCC, so a new person would need to be elected next year.
- Introduction of Participants - participants introduced themselves and the programs/areas that they supervised.
- Review of minutes- The minutes for the meetings were reviewed and approved as written.

**ACCUPLACER Update** - The process has begun for setting the cut score for the Next Generation ACCUPLACER, and the process is different from the initial score setting process done several years ago. Melissa Fincher, retired DOE Assessment Director, has been hired as a consultant to assist in this process. The orientation/overview meeting was June 1. The discussion on diplomas and degrees was held on June 20-21. The TCCs will be discussed on July 12, and the Presidents will review the information and make recommendations on August 23. Martha Ann Todd, TCSG Deputy Commissioner, has been and will continue to be in attendance at all of these meetings; she is keeping the Presidents informed as the process moves forward.

- Here are some of the thoughts and information provided at the June meetings as reported by Deans that were in attendance.
  - Reminded of the target student—target student was defined at the June 1 meeting.
  - Student learning outcomes for each course was/will be evaluated for English and math.

- Descriptors were created for each course.
- Fifty questions were reviewed and compared to the student learning outcomes and student expectations. Questions asked--What are minimum skills students need to come into the class and make a 70 for the course? Reminded to look for the baseline skills of a student entering our colleges.
- Mathematics- Arithmetic (Math 1012), Quantitative Skills and Reasoning (Math 1101, 1103, 1111), Advanced Mathematics (Pre-Calc). Each test correlated with the courses above.
- English- Student Learning Outcomes for 2 courses were evaluated. ENGL 1010 and 1101
- Reading and Writing tests were reviewed. Challenging for ESOL students/learners.
- A concern was expressed that the bank of questions was not rich and did not include ENGL 1010 specific questions.
- Benita reminded the group fewer students than in the past would be taking ACCUPLACER for admissions because of the utilization of multiple measures. Discussion ensued concerning multiple measures.
- Many noted that the ACCUPLACER did not necessarily measure the student learning outcomes of TCSG courses.
- Timeline for phase out of ACCUPLACER old version) - End Fall 2019. Each college can decide specific time as long as it is before Fall 2019.

**Learning Support Update** - John Richardson discussed exempting students who have successfully completed diploma General Studies requirements from learning support/testing; these students would be eligible to take the initial degree level English and math course. Everyone discussed that this is a college choice.

- The cut score statements were reviewed for TCSG. The group discussed how each college is approaching learning support differently. The question was posed concerning the eligibility of students who are in a diploma program but scores make them eligible to take degree level courses. The group agreed most colleges allowed this. Advisors and admissions staff were familiar with this policy. The policy is also published in the catalog and Degree Works for most colleges.
- The group was asked about percentage of students who were co-requisite for each subject area. Some colleges make modifications for students based on their schedules. Colleges utilize the success of their co-req model to help students understand the benefits. Colleges have students meeting for different amounts of time for the learning support course based on the college's model.

**Scheduling** – It was noted that many colleges experience a higher demand for Gen Ed in the Fall but a lower enrollment in the Spring. An annual schedule for Gen Ed. could help.

**ALP Conference in Washington, DC** - Benita attended this conference. North Georgia Tech had 2 instructors who presented at the conference this year. Benita has identified speakers that she might be interested in bringing to Georgia. It was discussed that a pre-/post-conference to NADE might be appropriate. NADE (National Associate for Developmental Education)- will be in Atlanta March 6-9<sup>th</sup>. Benita encouraged the group to email her with feedback about the timeframe.

**TCSG Office Changes** - Joe Dan Banker who was Executive Director of Academic Affairs has been moved to Assistant Commissioner of Workforce Development. Holly Free has changed from a CPS for Healthcare-Related program to Apprenticeship Coordinator. Karen Howard and Benita are now sharing faculty development training duties and ECCE responsibilities. Joe Dan's position is still vacant but the search is in process.

**General Education Preparation for PAR** - Discussion about the PAR process and lessons learned was held. Topics discussed included the following: Electronic system such as Compliance Assist versus crates and paper system. Suggested to carefully check documentation. General Education-Standards, Syllabi, Assessments. Other Programs (programs not selected for close review) still need to provide Advisory Committee information and Work Ethics information. North Georgia shared their Peer Review Process; Electronic Folders labeled by PAR (Performance Accountability Review) Comprehensive Standards. Benita stated that she discussed PAR, PAS and Perkins Funding- PAR Review- Advisory Committee, Standards, Syllabi, Work Ethic Assessment in the faculty development training. It was noted that during the PAR visit, Perkins purchases and equipment are closely reviewed.

**Disclaimer for "adult" content** - Many colleges/instructors add a statement or send a letter to dual enrollment students/parents explaining adult and mature content will be covered in this college level course.

**GVTC, Blackboard, OER Questions** - (What is done, how to use with dual enrollment, etc.) Pam Warren- GVTC provided an update. Sherry Heidkamp, TCSG Blackboard representative, and Nikki Stubbs, OER Coordinator were also present from GVTC.

- Update of Blackboard ILP. Archiving/Retention policy- Everything must be kept for 3 years. Blackboard will automatically archive all courses in Blackboard with grades for 3 years. There are administrative permissions that deans can have in Blackboard. Group discussed requiring all courses, even face to face, to be on campus. Group also discussed requiring dual enrollment faculty to utilize Blackboard. Accessibility and Security.
- All Blackboard and Face-to-Face courses need to meet compliance. Be sure statement about proctoring does not say on campus, only say proctored if it can be proctored at an approved testing center. The college should inform students when they share the student data with a 3<sup>rd</sup> party. The college should also know what data how it is used along with how long it is kept before they sign any contracts.
- Nikki Stubbs- She provided an overview and status of OER at TCSG. OER became a point of conversation at the ENGL IFCC meeting. Nikki is working on the courses but receives help and input from many college instructors. She also provided an updated list of all available OER.

**Interdisciplinary Studies** – It was discussed that Interdisciplinary Studies is general education courses and occupational courses; there was discussion concerning students enrolled in this program.

**Sharing Best Practices and Challenges** - Performance Reviews and Employee Issues were discussed.

**IFCC Registration and Payment** - Benita reminded Deans to encourage instructors to not only register but also follow up on the payment process if the college is paying for the meeting. She also noted that instructors needed to cancel before a specific date that is provided with registration information or the instructor would be responsible for payment.

**Other** - Sonya McCoy Wilson, Atlanta Technical College, will be the recorder for future meetings. Leslie McFarlin's job responsibilities have changed, and she no longer works with general education.

The meeting adjourned at 2:30 pm.

**Roster of those in attendance**

Brian	Barkley	West Georgia Technical College	brian.barkley@westgatech.edu
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