

## **General Education Committee Meeting Minutes for April 7, 2017**

***Committee members attending:*** Kate Pantelides, Zaf Khan, Barbara Turnage, Dovie Kimmins, Charles Chusuei, Mike Boyle, Yang Soo Kim, Keying Ding, Nancy Caukin, Virginia Hemby, Amy Sayward

***Ex-officio members attending:*** Sheila Otto, Peter Cunningham, Jeff Gibson, Dawn McCormack

***Guests attending:*** None

### ***Business:***

- Following a welcome from Nancy Caukin (the committee's chair), the minutes of the February 17, 2017, meeting were discussed. One spelling error in a member's name was noted (Dovie Kimmins), and an agreement to modify the minutes by correcting the misspelling was reached. Since the Committee did not have a quorum, the minutes could not be voted on at this meeting. Members will be asked to vote via email. [Email vote: 9 yes, 1 abstain]
- Subcommittee Reports for the Policies and Procedures Subcommittee and the Assessment Committee were given by Nancy Caukin and Sheila Otto. The Assessment Subcommittee reviewed 9 reports and made recommendations. Sheila reported that 17 of 59 courses are remaining to be assessed. The process has been positive. The Policies and Procedures Subcommittee reviewed 6 candidates' materials for the General Education Outstanding Teaching Award, and selected the recipient. The award winner's name was not shared in keeping with the requirement that the information remain private. The recipient will be announced at the Fall Faculty Meeting in August.
- Minor revisions to the BIOL 1030/1031 and MATH 1010 course proposals were reviewed. Only the activities for the courses changed. No changes in course description. Sheila Otto reported that the changes in these course proposals were a result of the course assessment process. Due to an absence of a quorum, the Committee will be asked to vote on these minor revisions to BIOL 1030/1031 and MATH 1010 by email. [Email vote: 10 yes]
- Members received a draft of the 2017-2018 Procedures for submitting a General Education course proposal with the idea that the Committee would discuss and vote on the draft at this meeting. However, Peter Cunningham reported that the Provost had requested that the Committee consider ONLY the deadlines/dates presented in the draft Procedures. The postponement of the vote was a necessity since the Committee did not have a quorum. However, a member of the Committee arrived during the discussion and brought the Committee membership to quorum status. Several members of the committee noted that a delay in the vote on the process would create a problem for implementation of procedures in 2017-18. Peter Cunningham discussed the implementation of Curriculog and how that technology will change the requirements for submissions

from hard copy form to online only, thus impacting the procedures included in steps 1 through 5 on the draft procedures. Cunningham expressed that after his discussion with the Provost, the Provost felt that approving the submission deadline of September 15, 2017, would be sufficient for the Committee to consider at this meeting. Discussion ensued with suggestions to review numbers 6, 7, and 8 on the draft procedures to determine if they can be voted on. Comments included that deciding on the procedures at this point would be easier for incoming members of the General Education Committee for fall as they will be unfamiliar with the work and would find it difficult to vote on the procedures. In addition, Sheila Otto discussed the charge given to this Committee and that the creation of these procedures was part of that charge. Cunningham argued that that was not the case and proceeded to read the charge for the General Education Committee. A suggestion was made that a change be made to number 3 in the draft procedures to have interdisciplinary courses not go to the Vice Provost but to relevant Deans of Colleges for approval. The wording is "Submit the Course Proposal Form and the Approval Signature Sheet to the appropriate Academic Dean(s) for approval." The last parenthetical sentence in number 3 was deleted. At this point, Amy Sayward moved to table the entire proposal until next academic year. Barbara Turnage seconded. Discussion followed. A vote was taken. Motion to table the proposal failed (Yes=2; No=5; Abstention=3). Sayward then moved to modify Deadline statement as follows: "Deadline: Completed course proposal documents should be received by General Education Committee as soon as possible but must be received by September 15, 2017." Kate Pantelides seconded. Motion carried (unanimous). Mike Boyle moved that the previously discussed change to number 3 in the draft Procedures be accepted (Submit the Course Proposal Form and the Approval Signature Sheet to the appropriate Academic Dean(s) for approval." The last parenthetical sentence in number 3 was deleted.) Barbara Turnage seconded. Motion carried (unanimous). Discussion ensued regarding numbers 4 and 5 and the need for more general language to reflect use of Curriculog. However, one of the General Education Committee members had to leave the meeting due to a previous commitment. Therefore, the Committee no longer had a quorum and could not vote on the draft Procedures. Thus, no procedures regarding submission of a General Education course proposal will be in place moving into next academic year.

- The next item of business was the discussion of possible changes to the process in the General Education Competencies Assessment. At this time, the General Education Competencies Assessment requires submissions from departments each year. Sheila Otto discussed the possibility of changing the submission requirements to every other year. Amy Sayward shared that departments put a great deal of work in the assessments and stated that if they were able to look at data every other year, they would have a larger set of data and the process would be less burdensome on departments and instructors. Kate Pantelides agreed saying that the English department would like to assess ENGL 1010 next academic year instead of ENGL 1020 to allow adequate time to reflect on the information. Sheila Otto stated that the annual report was a requirement of TBR.

SACS also requires the information but not on an annual basis. Sheila also indicated that COMM 2200 is changing its process so that department/faculty may want to see annual data for some period of time to insure a consistent process; however, that is not the case for everyone. Due to the absence of a quorum, the Committee will vote on the change in process for the General Education Competencies Assessment from every year to every other year via email.

- Having no other business to discuss, the committee adjourned at the conclusion of its business (2:53 p.m.).