

GENERAL EDUCATION COMMITTEE MEETING
Minutes – October 17, 2007

The General Education Committee met on Wednesday, October 19, 2007, from Noon to 1 p.m. in the Administration Bldg. Room 206, Board Committee Room

Members Present: Dorothy Chansky (Visual and Performing Arts), Gary Elbow (Honors), Tom Kimball (Human Sciences), Comfort Pratt (Education), Roger Saathoff (Mass Communications), Ben Shacklette (Architecture), Ernest Fish (Agricultural Sciences and Natural Resources), Frank Durso (Arts & Sciences), Linda Krefting (Business Administration), Ray Desrosiers (Engineering, presiding).

Members Not Present: Miles Kimball (Arts & Sciences), David Lamp (Arts & Sciences), Ben Shacklette (Architecture)

I. Review of minutes from the September 2007 meeting. Minutes were approved with one change: Linda Krefting was listed as a member not present, when she had not officially yet been re-appointed to the committee. The revised minutes have been distributed.

II. Announcements

- New members Comfort Pratt (Education) and Doug Smith (Engineering) were welcomed to the committee. Since D. Smith will represent the COE, Ray Desrosiers will be a non-voting member.
- Fall schedule of meetings: W, Nov 14; W, Dec 5.
- Doug Smith explained the history of C E 1130, a one-credit course, which is listed under the Technology and Applied Science category. Prior to a change in the CE curriculum, this course was accompanied by a two-credit freshman-level course. With the revised CE curriculum, this course is no longer used to satisfy the core Technology requirement. Doug will prepare two proposals for the next meeting: one to drop C E 1130, and one to add C E 1305.
- Syllabi for many courses listed in the categories A. Communications, B. Mathematics and Logic, C. Natural Science, which the GEC is tasked to review this fall, have not yet been received. Requests for the syllabi of these courses were emailed to the deans of the involved colleges.

III. Old Business

- The college of VPA responded to a GEC request and supplied revised syllabi for **ART 1302, 1303** containing detailed weekly schedules of activities. The **committee voted to approve both courses** for category F: Visual and Performing Arts.

III. New Business

- **HONS 3301 (Egypt: The Gift of the Nile) and HONS 3304 (Latin American Cinema) were granted one-time approval for the Spring 2008 semester as satisfying the Multicultural requirement. The Honors college offers these courses, with the catalog titles Seminar in Humanities and Seminar in Fine Arts respectively, as offering an opportunity for in-depth study of varying topics.**
- The committee discussed a proposal to include CLAS 3304 (Ancient Technology) in the Technology and Applied Science category. A decision was made to table the discussion until additional information was obtained from the instructor of that course. Desrosiers will contact the instructor and bring a copy of the course textbook to the next meeting.

IV. Continuing Business

- Five Year Review Cycle: three subcommittees were formed to carefully review the syllabi submitted in the categories under review this fall term:
 - A. Communication (Chansky*, Pratt, Saathoff)
 - B. Mathematics (Elbow*, T. Kimball, Krefting, Smith)
 - C. Natural Science (Lamp*, Durso, Fish, M.Kimball, Shacklette)
- The conveners, marked with an asterisk in the list above, will take the first step in arranging email “meetings” of the subcommittees prior to the next GEC meeting.
- Hard copies of syllabi for courses already received were distributed. As they are received, Desrosiers will distribute additional syllabi to all members, but the subcommittees will review/comment only the courses in their assigned categories.
- The goal is for each subcommittee to agree on which courses have syllabi which
 - Clearly satisfy the core category description in the catalog (henceforth referred to as the “rubric”, or established form)
 - List learning outcomes and assessments which specifically address the issues mentioned in the rubric
 - Provide weekly course activities of sufficient detail to enable the GEC to verify compliance

NOTE THE FOLLOWING PROCEDURES FOR PROPOSALS TO THE GENERAL EDUCATION COMMITTEE:

- Proposals for changes in the Core Curriculum must come to the General Education Committee (GEC) from the office of the dean of the originating college and with an indication of the dean’s approval. Proposals not bearing the approval of the dean’s office will be returned to the college without action.
- *Proposals to add or delete a course from the Core must be accompanied by a current syllabus and supporting materials. Proposals must clearly demonstrate how the proposed course fits the specific Core Curriculum category description. The course syllabus must include:*
 - 1) *a course description.*
 - 2) *course objectives.*
 - 3) *learning outcomes and assessments that are clearly tied to the specific Core Curriculum category.*
 - 4) *a schedule of class meetings and topics to be covered.**Proposals not accompanied by a syllabus will be returned to the college without action. Supporting materials need to include assessment data and information on how this assessment data is being used to inform how the class is being taught.*
- To ensure that proposals are considered at a meeting of the GEC, they should arrive in the Provost’s office (attention: Brink) no later than the beginning of the month during which they will come before the GEC. Proposals that do not arrive by this deadline may be considered, depending on the number of items on the agenda for the meeting. If late proposals cannot be included on the agenda for the meeting, they will be considered at the next meeting.
- Sponsorship of proposals is done by the GEC representative of the originating college. The presence of additional sponsors is neither necessary nor desirable unless specifically invited by the committee. GEC recommends that proposers consult with their college’s representative on the GEC.