

General Education Council Meeting

Minutes

August 28, 2014

2:00pm West 2806

Present: Kim Barron, Mike Burgmeier, David Donovan, Kat Klawes, Jill Leonard (Chair), Carolyn Lowe, Andy Poe, Kim Rotundo, Kristen Smith, Mark Smith, Rob Winn.

1. **Approval of Minutes:** Minutes of 6/30/14 approved.
2. **Update Items**
 - a. **Senate Amendments Process**

Provost Lang approved the General Education proposal as passed by the Academic Senate last April but he wanted to see two changes to the proposal. Since the Provost can only approve or reject Senate actions we need to consult with Lang to see if he is willing to approve the proposal as passed. The GEC would then propose the two changes to the Senate this year.
 - b. **SHARE Site**

Leonard has been setting up the General Education Submission site on Share@NMU. Submission forms, assessment rubrics, and other materials will be available at this site. Departments will also submit their proposals through the site. Leonard asked everyone to login to confirm access and to let her know if there is a problem.
<https://share.nmu.edu/moodle/login/index.php>
 - c. **Office Hours Event**

7-10 faculty attended the event designed to provide guidance from the GEC on submitting course proposals for inclusion in the new General Education program. Feedback from those in attendance was positive.
 - d. **Timeframe for Submissions**

Nov. 1 2014 – Deadline to submit a course to GEC if the course is to appear in the 2015 Bulletin. Feb. 1 2015 - Deadline to submit a course to GEC to be assured that a course will be in the 2016 Bulletin and part of the first offering of the General Education Program. These deadlines may change in subsequent cycles, but these dates are necessary for the first implementation to ensure that the new program will be populated with courses in time for the 2016 Bulletin.
3. **Scheduling for GEC This Semester**
 - a. **Regular Meeting Time and Frequency**

The GEC will meet every other Thursday, from 2:00-4:00pm. The next meeting will be September 11.

b. Office Hours Event

We will hold another Office Hours event on Thursday October 2, 2:00-4:00 to provide guidance on submitting course proposals for inclusion in the new General Education program. Location: TBD.

4. Review and Discussion of Feedback and Potential Changes to Rubrics and/or Inclusion Forms

a. Language Changes to Rubrics

Reviewed and made final edits to the rubrics based on feedback received throughout the summer.

b. Changes to Assessment Timeline

Added a year to assess the program after 2 cycles (6 years). There will no assessment of the components during that year.

c. Clarifications to Instructions

Made final edits to the instructions.

Motion to approve the revised rubrics, assessment timelines and inclusion forms:
Lowe/K. Smith. Motion passed unanimously.

Meeting adjourned at 4:10pm.

Mike Burgmeier, Secretary