

**General Education Council Meeting**  
**Minutes**  
**September 11, 2014**  
**2:00pm West 2806**

**Present:** 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 8/28/14 approved.
2. **Update Items**
  - a. **Senate Change Process**

Paul Lang has agreed to approve the General Education proposal as passed by the Academic Senate last April. Once the Senate has something in writing they can take up our two proposed revisions (change the implementation date for the General Education Program from fall of 2015 to fall of 2016; changed from a “B (3.0)” to a “C (2.0)” grade in section 3 of the Mathematics Competency University Graduation Requirement).
  - b. **Progress on Submissions**

We have received 1 proposal to date. Council member have been given access to the General Education Submission site on the Share@NMU version of moodle but it appears only Leonard has access to proposals at this point. Leonard will email a copy of the Communication & Performance Studies (CAPS) proposal to Council members and see about getting everyone full access.
  - c. **Office Hours Event**

We will hold another Office Hours Event on Thursday, October 2 from 2:00-4:00pm. Winn will secure a location, stay tuned.
3. **Process for review of course submissions**
  - a. **Lead reviewer model vs subcommittee vs ...**

We decided we would review the first few proposal as a group in order to gauge how the process will work. Be prepared to review the CAPS proposal at the September 25 meeting. Also, be thinking about how we should handle future proposals given the enormity of the work.
4. **Last year’s assessment trial data – need feedback to depts.**
  - a. **Economics has requested a visit**

Burgmeier agreed to draft a response to send to departments that participated in our assessment trials last winter.
5. **Policy on Special Topics inclusion in General Education (295, 495)**

We need to develop an internal policy to deal with special topics courses (295 or 495

courses) that want to be part of the General Education program. In order to have enough time to evaluate proposals we decided to create a deadline of the end of October for winter semester courses and mid-March for fall semester courses (exact dates to be determined). This should also allow enough time for courses to be properly designated in the registration system. Assessment of these courses would be due the following semester from when the courses are taught.

**6. Revision of Lab Science to adjust to General Education program**

**a. Currently references Liberal Studies Divisions**

We need to revise the Laboratory Science requirement to fit into the General Education program. This will entail proposing courses from the Scientific Inquiry or Quantitative Reasoning and Analysis components that meet the laboratory designation as approved/recognized by the Committee on Undergraduate Programs (CUP). Rotundo will share the Michigan Transfer Agreement definition with Council members for additional insight on the matter. Lowe will draft a proposal for review by the Council.

**7. Associate degree requirements related to General Education**

**a. <http://www.nmu.edu/bulletin1415/node/45> (Associate Degree area)**

We need to alert departments who grant associate degrees as well as the chairs of CUP and the Admission and Academic Policies Committee (AAPC) about general education changes that need to be made to associate degree requirements. Rotundo will draft a letter and forward to Leonard.

**8. GEC role with University Requirements**

There was agreement that the Council should take on the responsibility for overseeing the other baccalaureate graduation requirements (laboratory science course, world cultures course, and health promotion requirement). Leonard will have a conversation with Rachel Nye and Paul Lang regarding this but we will likely need to make an amendment to the Senate regarding the charge of the Council. We also need to officially propose the addition of a student representative (the ASNMU president or their designate) to serve on the Council.

Leonard will ask the English Department (Laura Soldner) and the Mathematics & Computer Science Department (J.D. Philips) to report on the development of criteria and rubrics for courses that want to count toward the Written English and Mathematics competencies. The Council will need to develop and oversee a process by which departments can propose courses that will meet either of these two competencies.

We will need to assess the World Cultures requirement. Someone (Leonard?) will try to track down any previous work on assessing this requirement.

Meeting adjourned at 4:10pm.

Mike Burgmeier, Secretary