**General Education Council**

**Minutes**

**September 07, 2017**

**1:00-3:00 pm, West Science 2803**

**Present**: Kim Barron, Mike Burgmeier, Jim Cantrill, Wendy Farkas, Andy Poe, Kim Rotundo, Andrea Savord, Brian Zinser.

1. **Approval of Minutes:** Minutes of 5/31/2017 approved.
2. **Reports: Chair**
   1. **Welcome New Members:** LaMart Hightower (Social Work), Health Sciences and Professional Studies Representative, and Andrea Savord (Psychology), At-large Representative.
   2. **Senate Luncheon Outcomes**The Executive Committee of the Academic Senate would like all committees to evaluate their charge, membership, bylaws and operating procedures. We discussed the idea of having nine faculty members on the council but will revisit the idea at a later date. Mike will dig out his notes from last year’s discussion about bylaws/operating procedures and draft something for the council later this semester.
   3. **Election:** Mike contacted the CEC to request a replacement for Alper Camlibel. The election will most likely take place October 1st.
   4. **Fall Semester Meeting Schedule** (note the room change on Oct. 19)

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| September 7, 2017 (WS 2803) | September 21, 2017 (WS 2803) | October 5, 2017 (WS 2803) |
| October 19, 2017 (**WS 2806**) | November 2, 2017 (WS 2803) | November 16, 2017 (WS 2803) Wendy attending conference |
| November 30, 2017 (WS 2803) |  |  |

1. **New Business**
   1. **Curriculum Proposal Process Timeline Discussion**   
      There was agreement that the proposed timelines were appropriate. The deadline for submitting proposals for inclusion in the General Education program for the following academic year is February 1 and the deadline for approving courses is March 1.
   2. **Assessment:** Recruit for pilot #2 (Mike mentioned Econ last semester).   
      Jim plans to send an email to departments about collecting and archiving student data of their General Education courses as outlined in their assessment plans.

Mike will contact Economics to see if they will participate in a trial of our assessment process this semester.

1. **Old Business**

**None**

1. **Proposal Review Process**
   1. **Proposal revisions for review and possible vote for inclusion**
      1. **Wyche SW230:** Send back for revisions **Rayome MGT 221:** Send back for revisions
   2. **Proposals for Initial Review**
      1. **Rayome CIS 222:** Send back for revisions
      2. **Lubig ED 101:** Motion to approve: Burgmeier/Poe. Approved
2. **Good of the Order**Kim provided an update on the evaluation of an Assessment Management System. The review committee is waiting on input from Business Intelligent/Information Services concerning how well these systems integrate with our own systems on campus (Banner, Moodle, etc.) before making a recommendation.

Meeting adjourned at 2:55 p.m.

Mike Burgmeier, Secretary