**­General Education Council**

**Minutes**

**January 25, 2018**

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

**Present**: Mike Burgmeier, Wendy Farkas, Judy Puncochar, Kim Rotundo, Andrea Savord, Brian Zinser.

1. **Approval of Minutes:** Minutes of 11/30/2017. A quorum was not met. No action taken.
2. **Reports: Chair**
	1. **Proposal to Modify the Mathematics Competency Graduation Requirement**Wendy submitted the Department of Languages, Literatures, and International Studies proposal, along with the GEC response, to the Academic Senate. Since Wendy is teaching when Senate meets, Brian volunteered to attend the next Senate meeting (February 6, 3:05 p.m., University Center).
	2. **Bylaws and Operating Procedures**Wendy received an email from Alec Lindsey asking all Academic Senate committees to review their charge, membership, and operating procedures. He recommends they consider adopting a committee structure of a chair, vice chair, and secretary. He also recommends developing consent agendas as a way to be more efficient. Wendy and Mike will draft bylaws and/or operating procedures and bring to the Council for review/approval.
	3. **Prioritizing to-do list (standardized forms)**Wendy would like to standardize the GEC forms this semester. She will also send an email to General Education faculty with an update on the assessment process.
	4. **GEC Member on the Academic Senate**Wendy asked current members to consider representing their department on the Academic Senate (as per the Senate Bylaws). Brian indicated that he would be willing to run for one of the seats from the College of Business. Post meeting note: *Academic Senate Bylaws,* *Article 7.4. Every Senate committee should, when possible, have at least one member who is also a member of the Senate; however, the reporting member of the committee need not be a Senator.*
	5. **Winter Semester Meeting Schedule** (1:00-3:00 p.m., WS 2803)

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| ~~January 25, 2018~~ | February 8, 2018 | February 15, 2018 |
| March 1, 2018 | March 15, 2018 | March 29, 2018 |
| April 12, 2018 | April 26, 2018 |  |

1. **New Business**
	1. **None**
2. **Old Business**
	1. **None**
3. **Proposal Review Process**
	1. **Proposal Revisions for Review**
		1. **None**
	2. **Proposals for Initial Review**
		1. **AD 280, Christian**Wendy will provide feedback.
4. **Good of the Order**

 **PY100**No news regarding whether Biology will support PY100 to fulfill the laboratory science requirement.

Meeting adjourned at 2:15 p.m.

Mike Burgmeier, Secretary