***General Education Council*  
Minutes  
Thursday, October 11, 2018  
2:30am-4:00pm p.m., West Science 2803**

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| ~~August 23, 2018~~ | ~~September 13, 2018~~ | ~~September 27, 2018~~ |
| October 11, 2018 | October 25, 2018 | November 8, 2018 |
| November 29, 2018 | December 13, 2018 |  |

**Present:** Mike Burgmeier, Jim Cantrill, Brent Graves, Lanae Joubert, Kim Rotundo, Brian Zinser

1. **Approval of Minutes**
   1. September 27, 2018 - approved
2. **Reports:** 
   1. Jim Cantrill - Director of General Education

Workshop occurred on Friday with Dept heads and deans about the GEC integration of assessment and accreditation. Asked specifically: What problems do you foresee? How might we mitigate problems? How can GEC can be effective and do what’s best for student learning as we progress?

Did not get a lot of feedback/answers to these prompts. Will email faculty that are teaching a Gen Ed course each semester about the assessment process. The system (software) to gather assessment data was discussed. It has not been purchased yet. Some dept heads have reached out since the meeting to schedule times with Jim. He will be meeting with English and Social Work departments.

Does HLC care about artifacts? We may get randomly asked for them so it is best to have them.

Who is responsible – is this clear? It is a department’s responsibility to report the proficiency assessments for each GEC course taught within the department. Faculty and head should work together to get the assessment report done.

Suggestion from Jim: When GEC write letters to folks that have submitted proposed courses to be included in GE and the GEC makes suggestions for improving the proposal, GEC should request when the proposal gets resubmitted, include a cover letter to state where you have addressed the issues the GEC has stated in their letter.

Suggestion from Mike: Include the entire package to give to future proposed courses, proposal forms and assessment forms, and reporting forms all in one document.

What happens if we don’t receive a report? Must report next year (even if not their determined cycle). If not then? As stated in Council Policies #6 Under Principles of GE Assessment – must do the report to remain in the GE curriculum.

Jim will do the same type of communications with folks across the campus next semester.

1. **New Business**

**A.** SL 253, 354, 358 – GEC reviewed these revised applications. SL253 and 354 - rejected; SL358 needs to be revised.

**B.** CJ 308 – GEC communicated with CJ to submit the correct proposal forms, not CUP proposal forms

**C.** Jim and Mike will meet to discuss revising the GE website before our next meeting

1. **Old Business**
   1. 3-credit courses –Brent encouraged continue discussion about efficient/streamline credit hours for students in order to graduate with similar credit hours between programs. How can GE play a role?Is it possible to make GE courses all 3 credits? A 4 credit GE course could be changed to a 3 credit course, but keep it as a 4 credit course on workload for the instructor because of assessment time that is required by GEC. Discussion ensued about credit hours of GE vs credit hours within different programs across the campus.

**5. Good of the Order**

Meeting adjourned @ 4:10pm

Minutes taken by Lanae Joubert (School of Health and Human Performance)