

General Education Council
Approved Minutes
September 16, 2019
8:00 - 10:00 a.m., Thomas Fine Arts 317

Attendance 9.16.19

Brian Zinser
Kim Rotundo
LaMart Hightower
Lanae Joubert
Daniel Cullen
Stephan Larson
Bruce Sarjeant
Jim Cantrill

1. Introductions

2. Changes to the Agenda

3. Approval of Minutes

- A. April 23, 2019 (attached) – Jim to contact Alec Lindsey about our changes to the operating procedures (approved Kim, LaMart)

4. Director (GEC Chair) Report

- A. Summer Activities for GenEd – template set into Qualtrics, issues with uploading documents therefore 2 tier approach of submitting documents to a Google drive; Dan manually emailing to prompt the second tier; one course has submitted documents; Jim reviewing what is received in the Google drive and comparing rubrics with what was submitted with original course proposal;

1. Cover sheets are not getting submitted; Jim to send Dan access to all cover sheets

B. Additions to operating document

1. voting occurred

- Jim Cantrill voted as Chair
- Lanae Joubert voted as Secretary
- Brian Zinser voted as Vice-Chair

C. Review of existing template

1. Add a name to the cover sheet, perhaps call it “Form A” in question 31 to be sure it gets submitted with the appropriate materials

5. Old Business

A. GEC Meeting Documents to Academic Senate Archive

- B. Institutional Accreditation (Dan): HLC’s Open Pathway requires a comprehensive review, including the University’s Gen Ed, every 10 years (2026 will be the 10 yr comprehensive review). There is also a mid-cycle report (assurance argument) due in 13 months to demonstrate we are meeting the standards across the University, including in Gen Ed. The process that the council takes to review our courses to meet outcomes will need to be shared in this report, which Dan’s office and faculty researchers/authors are writing this academic year.

6. New Business

A. Procedure for Reviewing Forthcoming EFC & SCII Reports

1. Instructions to complete the qualtrics survey and to submit reports get emailed to dept head and then they then distribute to instructors; instructors submit their form and then Dan receives, then Dan manually sends instructions for uploading support documents to the instructor and CC’s the Dept Head in an email.
2. Jim to send more email as date approaches
3. By next meeting the GEC shall take 2 courses and go through the process of reviewing them (qualtrics template, artifacts, rubrics, syllabus)

4. Suggested process is for everyone on GEC to review all qualtrics templates (PDF) for each course; then any given report (all submitted materials) shall be examined by 2 members on GEC; review 6-8 each drawn randomly out of bag; Use the Google Drive called GEC AoL where all folders for courses are placed
5. What do we do about people who do not report or turn in deficient reports? The standard is for the course to get withdrawn from GenEd which poses issues to the entire university's accreditation and operation (most importantly, students' ability to meet graduation requirements); perhaps we communicate they need to resubmit the following year; contractual issues for violation of assessment of learning; alert the deans to encourage Dept heads to submit their GE reports

7. Proposal Review Process

A. Proposal Revisions for Review & Possible Vote for Inclusion

1. No Pending Revisions

B. Proposals for Initial Review

1. EN 250, Redefining Images of Women: Questioning Equity in a Global Culture of Power, Exploitation, and Profit (INTT)
 1. Consider one assignment that collects what GEN ED needs, but keep other assignments for your course objectives
 2. Voted in to GEN ED with minor revisions per Jim's feedback

8. Good of the Order

9. Next Meeting – Monday, September 30, 2019, 8:00-10:00 a.m., Thomas Fine Arts 317

Adjourned 9:55am. Submitted by Lanae Joubert