**Minutes of the General Education Committee**

**Friday, December 2nd, 2011, 12:00-1:00**

**Fenton 2157**

Present: Andrea Zevenbergen (Chair), Steven Fabian (Secretary), Laura Koepke, Sherri Mason, Todd Proffitt, Guangyu Tan, Taihyeup Yi

Absent: Ingrid Johnston-Robledo, Dawn Eckenrode

1. **Welcome**
	* Chair welcomed everyone at noon.
2. **Approval of Agenda**
	* Hearing no objections, the agenda for December 2nd was approved.
3. **Approval of Minutes from November 4th, 2011**
* Hearing no objections, the minutes for November 4th were approved.
1. **Announcements**
* Upcoming conferences: Koepke has agreed to go to a conference in Austin on the theme of reinvigorating old courses.
* There will also be a summer institute in 2012 – a 5 day conference in Vermont in mid-July. Ingrid is writing the application, Dean Kijinski will go; but we need three more, especially someone from our committee who is a returning member for the 2012-2013 academic year.
1. **Meeting Times**
* There is no single time that we all can make it to the weekly meetings next semester: Fridays 12:00-12:50 work for all but one; Tues/Thurs morning will serve as an alternate meeting time. The Chair is waiting to see which day Koepke can make it before making a final decision.
1. **Course Proposal**
* The committee has agreed to try a new approach concerning course proposal review: small committees of three will be formed to look over proposals and then make advisements to the committee as a whole. This will cut down committee work considerably, especially in light of the enormous number of Oral Communications course proposals anticipated next semester.
* ENED 450: Koepke, Tan, and Zevenbergen formed the committee. It was noted that there was no title for the course included. The section on course requirements has no rubric for grading, but this is not necessary so long as the criteria are listed. The course syllabus needs a quick update to include reference to the Oral Communications criteria.
* Motion was called for approval and passed provided instructor addresses minor corrections.
* Committee feels fine with this new procedure, so long as the materials are available to all for checking.
* It was recommended that the committee create subcommittees which include at least one member who represents the course proposal’s discipline.
1. **Subcommittee Updates**
* American History: almost finalized the questionnaire as assessment tool.
* Western Civilization: Fabian is chair. Conroy, Arnold, & Cope round off committee. Using the embedded approach and each member will be responsible for liaising with cooperating professors.
* Writing: will use the embedded approach.
* Critical Thinking: will include both upper and lower level courses. Chair has asked profs teaching Upper Level to participate – feedback has been positive; will use an essay question approach – GMAT format, modified for standardization and specific disciplines (liaisons will be used as consultants to ensure that the questions are tailored appropriately to each discipline).
1. **Baccalaureate Goals**
* Will be presented to the Senate on Monday – no agreed draft goals yet; presenting a list of areas of commonality to Senate (each member drafted goals and they are currently in the process of finding commonalities).
* Common Goals so far include: Critical skills/competencies/literacy (research, writing); diversity, community, globalization, distinctiveness; sustainability, responsibility, professionalism (ethical issues, interview skills); creativity, innovation, entrepreneurship.
* Experiences: What will the role of experiences be in the Gen Ed program? How do we take these experiences into the mainstream? Have to avoid the GenEd experience as simply a checklist; experiences will make lessons/skills more meaningful.
1. **Letter to Senate**
* Andrea will be presenting this to Senate on Monday. E-review pushed to next meeting.
1. **Adjourn**
* Meeting adjourned at 12:50pm.