Committee on General Education

Minutes, September 4, 2015

Members present: Missy Alexander, Jay Brower, Kelli Custer, William DeFeo, Wynn Gadkar Wilcox, Jennifer O’Brien, Dora Pinou, Monica Sousa, Tim Wiggins

Guests present: Jamie Begian, Keith Gauvin, Veronica Kenausis

Meeting convened at 1:05pm

I. Election of new chairperson: Jennifer O’Brien appointed, all in favor (DeFeo/Custer)

II. Minutes, May 2015 meeting: approved, all in favor (DeFeo/Brower)

III. Discussion of developments to date
   a. How should we establish the next steps in the process of designating classes as meeting general education requirements, vis-à-vis the tiered competencies. How will syllabi and course outlines be evaluated? Can the committee provide examples of syllabi with explanations of how courses would meet outcomes?
      i. Note that course documentation cannot be particular to instructor or specific activities
      ii. List the outcomes and operationalize them
   b. Committee members will use Blackboard shell(s) to share sample syllabi, course outlines, and workflow charts, in addition to providing emailed copies for next meeting
      i. Missy Alexander will confer with Rebecca Diot re: access to Blackboard shells and provide updated instructions

IV. History department’s request to designate HIS 298 as Gen Ed/Humanities/History is approved, with 2 abstentions (Pinou/Alexander)

V. Homework for next meeting:
   a. Committee members will create sample syllabi and course outlines, as well as a flowchart for the new process
   b. Kelli Custer will create TY competency description
   c. Missy Alexander will provide sample program sheets

Meeting adjourned at 2:25pm.

Respectfully submitted,

Jennifer O’Brien