

2015-2016 General Education Committee Minutes

Wednesday, Oct. 21, 2015

2-3 p.m.

Peace Garden, Memorial Union

Members present: Rosalinda Connelley, RaNelle Ingalls, Joe Mike Jones, Larry Peterson, Dale Sullivan, Amy Rupiper Taggart, Beth Twomey, David Wells, and Charlene Wolf-Hall

Unable to attend: Mike Christoffers, Marie Bosley Gordon, Robert Gordon, Kay Hopkins, Chengwen Sun, Aaron Vipond, and Justin Wageman

Recorder: Kelly Hoyt

1. The minutes from the meeting on 10-07-15 were approved.
2. Bio 150 exception language for handbook:
 - BIO 150 shall be granted approval for general education only when a student has previously taken the course as part of her/his major and then transferred to another major in which the course is not required.
 - RaNelle asked if the student should still fill out the appeal paperwork to show a paper trail of why this course was approved and put in their file since BIO 150 is not on the Gen Ed list. Others concurred that should happen.
 - Amy wondered if “by Registration and Records” should be added after BIO 150 shall be granted approval...and if the word “only” should be removed.
 - Dale moved to accept this language and RaNelle seconded it. Motion passed.
3. Review of course approval guidelines + checklist
 - Guidelines
 - Larry noted that he and Amy agreed on adding number 5 on page 2 under Reminders because some new faculty members who taught GE courses didn’t realize they had syllabi requirements that they were supposed to be meeting (the outcomes). Chairs should be responsible for letting new faculty members know about these requirements for existing courses.
 - Larry suggested splitting number 4 under Reminders, into two items by removing “Additionally” and making the rest of that sentence number 5. The current number 5 would become number 6.
 - Joe Mike Jones asked about clarification in the first sentence of number 4, asking if it would be just samples or all. Amy indicated that it is the assignment sheets and course materials (teacher materials). She asked if it should be reworded so it reads more clearly. Some of the committee members thought that would be helpful.
 - She suggested rewording it to read “Instructors should retain copies of all major course materials, including assignments and syllabi, for three years.”
 - Larry suggested changing “you” to “instructor” in the new number 5 to be consistent with the rest of the statements.

- Larry moved to approve the guidelines with the suggested changes. Dale seconded. Motion approved.
- Checklist
 - David moved to approve. Rosalinda seconded. Motion approved.
- 4. Plan for Dynamic Criteria Mapping Session on Nov. 18 (see handout that Amy emailed with agenda for this meeting.)
 1. Sample – exceeds expectations, meets expectations, did not meet expectations
 2. Co-readers – should read all three from each area to be able to see how they compare/differ.
 3. Read to prepare for DCM: <https://www.umass.edu/writingprogram/jy/DCM.html>
 4. Instructions – add the additional focus of what we value, don't value with a focus on critical thinking, creative thinking, problem solving and communication.
 - Revision to the documents – remove student and instructor names throughout all documents.
- 5. Website and resources discussion, review
 - To be discussed at the next meeting.

*******Next Meeting is Wednesday, November 4 at 2 pm in Mandan*******