

General Education Council Meeting Minutes
November 28, 2016
3:30pm, JCK 880

Attendees: Brown (Chair), Allsup, Booth, Dedek, Erhart, Farris, Hamilton, Hanks, Hindson, Passty, Pizer, Russian, Schlortt, Supancic, Vacaflores Rivero, White, Wilson, Cathy Lamm (Administrative Assistant)

Absent: Carter, Gonzales, Hawkins, Jones

Guests: Debra Feakes

The minutes of November 14, 2016, were presented for approval. White moved to approve the minutes of September 14, 2016, seconded by Pizer. Motion passed unanimously.

CHEM 1330 was presented by Feakes for approval. Supancic commented that the syllabus should conform with the template, which is located on the General Education Council website. Feakes agreed to revise using the syllabus template. Several suggested corrections to both the component and syllabus forms were made by Council members, all of which Feakes agreed to change. It was noted that the language regarding disability should not refer to "special needs" and should be the updated language. Wilson will send to Feakes. Brown advised that per Micky Autrey, the course needs approval by the end of December, 2016, in order to be implemented by FY17-18. A motion to approve CHEM 1330 was made by Hamilton, contingent upon Feakes making the recommended changes; seconded by Wilson. Motion passed unanimously. Additional changes were discussed and Feakes agreed to incorporate them as well and resend the revised forms to the Council by tomorrow.

A report of the General Education Council assessment subcommittee was made by Wilson. She reminded Council members that in prior years, Wuest came to the Council and gave each member certain courses to do audits and they were done within the hour. She advised that subcommittee members believe the new process will run much smoother since they can do the audits on their own time and enter their comments directly into the computer. The subcommittee also decided the language to use and created a rubric to align with the language. It was noted that each member will stay with the areas in which they were assigned in both fall and spring for consistency. Wilson, on behalf of the assessment subcommittee, recommended to the Council that the audits be approved. There being no opposition, the audits were approved. Brown advised the subcommittee will need to meet in the spring to discuss auditing procedures for June.

A report of the General Education Council curriculum subcommittee was made by Supancic. He advised that the subcommittee met and finalized component areas which will be integrated into the CIM system, and that they have already submitted a mockup for ten areas on Course Leaf and received a response for integration into the course form. It was noted that this will cost extra money, but was expected. Supancic advised that questions 5 and 6 will not be integrated into the component form, and the course will be completed before getting to the last question, along with writing intensive (courses seeking special

staff, etc.). A mockup was submitted by Micky Autrey and Sonya Gutierrez. Supancic, on behalf of the curriculum subcommittee, recommended to the Council that the General Education Council component form be approved. There being no opposition, the component form was approved. It was noted that CHEM 1330 is the only course this year to be implemented and nothing else will be affected until this time next year.

Brown informed the group that there are other issues that have surfaced related to possible ways in which advisors look at information that comes in related to core curriculum, which will be discussed at the beginning of the new year. Brown stated he will bring in Kambra Bolch to see if the Council should endorse a recommendation or not.

Brown advised that he has reviewed courses that are using the new syllabus and will discuss with the Council of Chairs on December 1, Thursday afternoon.

Brown reminded Council members that the next meeting will be the fourth Monday in January and also outlined all other meetings through June, with the June meeting being for Outcomes Assessment audits.

Brown advised he will be sending out notices of attendance of General Education Council meetings to the deans and chairs to be reported as annual service in their next review.

There being no further business, meeting adjourned 4:20pm.