

General Education Council:
Courses Committee

Meeting Minutes : Monday, September 14, 2009, 12:45-1:50 p.m., Rader Hall 349

Attendees:

Edna Schack
Timothy Hare
Becky Katz
Cathy Thomas
Clarenda Philips
Dianna Murphy

Cyndi Gibbs (absent for funeral)

The Courses Committee met to discuss the time line for submission and approval of course proposals for the Core Component of the general education curriculum. After reviewing the academic calendar the committee agreed to suggest the following timeline :

November 20, 2009	core course proposals must have satisfactorily moved through necessary committees and arrive at the General Education Council for review
December 7, 2009	Council will have reviewed all proposals and return any that require additional information
January 12, 2010	Last day to resubmit returned core course proposals to the Council
January 18, 2010	Gen Ed Council Approval of Core Gen Ed Curriculum

The Committee also agreed to recommend that the following be added to the Cover Sheet/Type IIA course proposals:

- 1) That the Cover Sheet identify the AREA and GROUP eg. (HUM 1)
- 2) That the Type IIA Course Proposals list the text as well as the number/alphabet of each SLO being assessed in the course.
- 3) That a syllabus accompany each proposal and that a sample syllabus be made available by the Council that includes at least a breakdown or outline of the substantive course content.
- 4) That the Assessment Committee first review and approve proposals for assessment compliance before the proposal moves to the Courses Committee.

The Courses Committee discussed items related to assessment to be included but it refrained from making additional suggestions as members were concerned that the Courses Committee might be encroaching into areas reserved to the Assessment Committee. The Committee agreed to begin reviewing and discussing sample syllabi content for the noncore general education proposals as some members discussed that they will likely need additional information for those future proposals.

The Meeting was adjourned at 1:50 p.m.