

General Education Council:
Courses Committee
Meeting Minutes : Tuesday, September 29, 2009. Rader Hall Rm # 219
12:45-2:00p

Attendees:
Becky Katz
Cathy Thomas
Clarenda Philips
Cyndi Gibbs
Dianna Murphy
Edna Schack
Timothy Hare
Yvonne Baldwin

The Courses Committee met to discuss the latest draft of the general education proposal guidelines. Suggestions were made that much of the input for those submitting proposals could be made online through the design of a template. Timothy Hare indicated that through his conversations with ITT that it could make the necessary accommodations.

The Committee discussed the design and categories that the template might take. It was also agreed that the proposal process should include a detailed syllabus with calendar to aid the Council and Committees in assessing how well that a proposed course aligns with the General Education program's SLO and purpose.

Dr. Baldwin assumed the responsibility to take the comments and retool the Council's proposed guidelines and submit same for comment and review.

ime 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 time line:

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 that the following should be added to the Type IIA course proposals:

- 1) In addition to the Number/letter of the outcome that the verbatim text of each Learner Outcome that is required for the category should be included on the Type IIA Course Proposal that corresponds to the course .