

GENERAL EDUCATION COUNCIL
Minutes of Meeting
1 March 2005

Council Members Present: Bryon Clark (Chair), Betty Clay, Jane Elder, Dick Hackett, Gene Hetsel, Linda Kallam, John Mischo, Patty Pool, John Topuz, Chip Weiner (ex-officio).

Council Members Absent: Gleny Beach, Jim Cunningham, Steven Emge, Brad Ludrick, Shannon McCraw, Steve McKim, Sharon Morrison, Charles Price, Cherry Wilmoth

The meeting was called to order at 3:35 by the Chair, who determined that since a quorum was not present, no official business could be conducted. The minutes of the previous meeting were distributed for review. The Chair also passed out requests from the Music Department for removal of Music 3113 (History of Music I) and Music 2123 (History of Music II) as satisfying general education requirements. The Chair will e-mail the requests to all Council members and ask for a vote of approval/disapproval to be forwarded to the Curriculum Committee.

The Chair also handed out three documents pertinent to the Council's charge. The first was the **General Education Assessment Guidelines for Departmental Assessment Plans**. The Chair pointed out that items III (Goals and Specific Outcomes) and V (Types of Assessments Used) are the most critical at this point and need to be completed by March 11, 2005. The second document was the **General Education Assessment Guidelines for Departmental Assessment Reports**. The Chair raised the question as to whether this should be included in the overall program assessment report or be a separate report. He indicated that initially it should be the latter, although eventually it may be the former. Also in item #14 (Involvement of faculty in assessment process), the Chair pointed out that not all faculty are included in all programs within a department (such as Psychology with both graduate and undergraduate degrees) and only those faculty teaching in a particular program need to have input into the assessment of that program. The third document was the **Higher Learning Commission Matrix**. On this matrix, the Chair stressed that we need to be at a level 5 (fully implemented) on the first three items by the time the monitoring report is prepared. Ultimately we need to be at least a level 3 on all items as an institution.

Chip voiced to the Council the need to all new requirements in place prior to the publication of the new catalog this coming summer.

The Chair expressed grave concern about the lack of a quorum and the resulting inability of the Council to conduct business. He stressed the importance of the Council's work and the dire consequences (such as a focus visit or an earlier-than-scheduled accreditation visit) of not accomplishing it in a timely manner. He noted that we must have a super majority quorum of 60% of the Council members present. This is by direction of the Faculty Senate and the administration. Members can send proxies if they are unable to attend. There was discussion as to whether both Gleny Beach and Steven Emge should continue to serve on the Council since their departments have merged. They cannot merge their Council representation without the approval of the Faculty Senate. Also, the Chair counts as a Council member. Therefore, we need 11 members or their proxies to have a quorum. Patty Pool noted that three representatives of the School of Business were present, even though they only have one gen ed course from their school.

The next meeting of the Council will be Tuesday, 8 March, 2005, @ 3:30 p.m. in a location to be determined. The meeting was adjourned at 4:10