

General Education Subcommittee
Meeting Minutes (Approved)
Thursday, September 23, 2010

Members Present: Jeremy Sellers (chair), Dennis Edgell, Xinyan Shi, Mark Thompson, Marian Wooten, Joanna Hersey
Guest: Kathleen Hilton

- I. The meeting was called to order at 3:33 p.m. in Room 217 of the Chavis University Center Annex.
- II. The agenda was approved, 5-0-0.
- III. The minutes of the 3/25/10 meeting were approved, 5-0-0.
- IV. Chair's Report: Information from the General Education Task Force Report now needs to be incorporated into the bylaws and handbook. The committee agreed to send Jeremy suggestions of wording and placement of these items before our October meeting.
- V. Old Business:
 - a. Research on Gen Ed Courses: The committee continued discussion regarding the philosophy and research done on what constitutes a Gen Ed course, in preparation for voting at the October meeting.
- VI. New Business:
 - a. Proposal from the Biology Department to revise existing course ENV 2100, Environmental Science, to become ENV 1100. Proposal was approved 5-0-0.
 - b. Proposal from the English Department to delete existing course, ENG 2040, Mythology of All Peoples. Proposal was approved 5-0-0.
 - c. Student Success Committee Initiatives: The document which came from the committee, *Recommendations for Improving Student Success*, includes recommendations for our Gen Ed committee, p. 19. Initiative No. 4 indicated that Gen Ed courses which provide multiple forms of feedback to students are more desirable, providing students with more information about their grade throughout the course. Our committee is asked to consider ways to incorporate this goal into our approval process, as well as making recommendations to faculty about this issue. Changes to the Gen Ed Proposal Form, see below, and a general survey of faculty teaching Gen Ed courses to gather information were discussed.
 - d. UNC Tomorrow: the committee may be asked for a report on courses which meet the various criteria of this initiative. A listing of all recently approved courses will be put together.

- e. Revision of Gen Ed Proposal Form: reflecting the information from Appendix D of the Report to the Academic Affairs Committee from the Gen Ed Task Force, the following changes to the Gen Ed Proposal Form were agreed upon:
1. p. 1, delete “Add New Course to General Education”
 2. p. 1, change to “Add Approved Course to General Education”
 3. p. 1, change to “Remove Course from General Education”
 4. p. 1, change “Term (s) offered” to “Frequency
_____ Fall _____ Spring _____ Summer”
 5. p. 1, change “New or Revised Course Description (for deletion, Current description)” to “Course Description”
 6. p. 2, under Required Signatures: remove “Curriculum Chair” and “Curriculum Vote” lines.
 7. Further considerations: an instructional header paragraph to clarify the new process, and under section 3 for the syllabus, this is where we could include information regarding quantity of feedback and assessment found in the course, as desired by the Student Success Initiative Committee.
- f. Revision of the Gen Ed section of the UNCP Faculty Handbook: to reflect the information from Appendix D of the Report to the Academic Affairs Committee from the Gen Ed Task Force, changes/additions need to be made to the Handbook. On p. 47 of the Report is a set of Procedures which are not yet reflected in the Handbook. The committee was asked to review the Procedures and consider where to best place them into the Handbook, likely in the 6-10.B.2 section. The committee agreed to email suggestions to Jeremy before our October meeting.

VII. Future meetings are October 28, 2010 and November 18, 2010, in the UC Annex Room 217.

VIII. The meeting was adjourned at 5:08 p.m.

Respectfully submitted,
Joanna Hersey
October 1, 2010