

**General Education Subcommittee
Meeting Minutes (Approved)
Thursday, November 18, 2010**

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

Guest: Kathleen Hilton

- I. The meeting was called to order at 3:31 p.m. in Room 203 of the Chavis University Center Annex.
- II. The agenda was approved, 5-0-0.
- III. The minutes of the 10/28/10 meeting were approved, 5-0-0.
- IV. Chair's Report: the revisions which we made at our last meeting to the Gen Ed Form were passed at the Academic Affairs Meeting.
- V. Old Business:

1. Proposal from the Public Administration Department to add PAD 1000, Current Policy Issues, to General Education. Proposal was denied 2-3-1.

2. Revision of the UNCP Faculty Handbook: the following changes to the Faculty Handbook were agreed upon:

- a. 6-10.B.2: under General Education Program, the description was updated to include Gen Ed Task Force recommendations. The text below is the updated version. The updated wording was approved 6-0-0.

6-10.B.2 General Education Program Changes

Revisions to the General Education Program may include policy changes or content alterations. Policy changes may be suggested by anyone to the General Education Subcommittee, or may be referred to it from some other faculty governance body. Recommendations for General Education Program policy changes are forwarded from the General Education Subcommittee to the Academic Affairs Committee. Curricular content (course) changes typically emerge from an individual academic department. ~~as a curriculum revision proposal. Because changes in the General Education Program may affect all students, in all departments, and because changes in one area of the General Education Program may impact other areas, any proposed General Education curricular proposals are first reviewed by the General Education Subcommittee. The General Education Subcommittee in turn sends its recommendations to the Subcommittee on Curriculum. Both these subcommittees report through the standing Academic Affairs Committee of the Faculty Senate. Before they can be implemented, curricular revisions in the General Education Program require approval by the General Education Subcommittee, the Subcommittee on Curriculum, the Academic Affairs Committee, and the Faculty Senate.~~

- a) In the case of proposals for new courses seeking inclusion in the General Education Program, the proposal should be sent to the Curriculum Subcommittee first. If the course is approved as a new course

by the said subcommittee, it will then continue through the curriculum approval process until final approval is granted. Upon approval of the new course, the proposing department may submit the course to the General Education Subcommittee for review. If the course is approved as a Gen Ed course, it will then be forwarded to Academic Affairs for the continuation of this portion of the curriculum process.

b) In the case of proposals for existing courses seeking inclusion in the General Education Program, the proposing department may submit the course directly to the General Education Subcommittee for review. If approved, the General Education Subcommittee will present its recommendation directly to the Academic Affairs Committee. Such proposals need not be considered by the Curriculum Subcommittee, unless a change is proposed in the course, in addition to the request for its inclusion in the General Education Program.

c) In the case of proposals for changes/modifications to existing courses which are already in the General Education Program, the course changes/modifications proposals should first be approved by the Curriculum subcommittee and continue through the approval process. After the proposed changes/modifications to the course are approved, the proposing department must send the newly revised course to the General Education subcommittee, which in turn must ensure the changes made to the course warrant continuation as a part of the general education program.

d) In the case of course deletions, the proposal must first be submitted to the Curriculum subcommittee and continue through the approval process until final approval is given. Following approval, a course removal proposal may be presented to the General Education subcommittee for review. If the proposal is approved, it will then be forwarded to Academic Affairs for the continuation of this portion of the curriculum process.

e) If a course is to be removed from the General Education Program only, then the proposal is to be brought directly to the General Education Subcommittee, after which the proposal will be forwarded to Academic Affairs for the continuation of this portion of the curriculum process.

The composition and charge to the General Education Subcommittee appear in the Bylaws of the Faculty Senate in Section 10-2 of this Handbook.

VI. New Business:

- 1.1. The Faculty Handbook, section 6-8, states that taking attendance is mandatory for all Gen Ed classes. Discussion regarding the goals of this took place, and it was decided to place this item on the agenda of our next meeting for further thought and discussion.

VII. Next meeting is Thursday, January 27, 2011, in the UC Annex Room 217, 3:30PM.

VIII. The meeting was adjourned at 4:57 p.m.

Respectfully submitted,
Joanna Hersey
November 18, 2010