**Gen Ed Committee Meeting**

**October 30, 2012**

**3:00 p.m.**

**DCED - Kathy White Conference Room #203**

Present: Sue McLarry, Gina Hogue, Linda Clark, Karen Yanowitz, Temma Balducci, Rebecca Oliver, Jerry Ball, David Levenbach, Gary Edwards, Tanya McKay, Chris Collins

Absent: Bill Humphrey, Josie Welsh, Dan Marburger, Rick Clifft, Cecil Clark, Jeff Jenness

Sue McLarry called the meeting to order at 3:00 p.m.

The minutes from October 23, 2012 were reviewed by the committee. Jerry Ball moved to approve the minutes, Temma Balducci 2nd the motion, all approved. Minutes were approved.

**Gen Ed Course Review-Evaluation & Feedback Form**

Sue McLarry indicated that changes were made on Box 4 - Level of Education of instructors - added ADHE requirements. There weren’t any other changes to the feedback form. Sue indicated that she didn’t make a form for each of the goals but will.

Jerry Ball moved to accept the form, Tanya McKay 2nd the motion, all approved.

Dr. McLarry will send this form to the Chairs and the faculty teaching communicating effectively and mathematics.

**Gen Ed Course Review - Submission Form**

Assessment Coordinator was added on the bottom of the signature portion of the form.

**Gen Ed Course Review – Curriculum Mapping Inventory**

A disclaimer was put in the form at the top.

 Jerry Ball moved to accept the form, David Levenbach 2nd the motion, all approved.

**Timeline for General Education Course Review was discussed.**

The Gen Ed committee will collect the data the first week of January each year and review~~s~~ during the spring semester.

Rebecca Oliver suggested that a disclaimer be put at the bottom of the timeline indicating that courses may change due to new or deleted courses.

Dr. McLarry will have Dr. Hogue and Dr. Cooksey give the forms and timeline to the Deans. Those who teach the courses will need the forms as well.

**Non-STEM math course question**

Is it going to be a permanent course for a general education requirement for non-stem majors? The course has not been presented to the GE committee for approval.

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**Associate Degree**

In the approved associate degree requirements for the state – the State does not require a science in the associate degree. AAS - 15 hours/ours is 19 hours (we do require science)

Nursing is required to take 12 hours of science and none are on the list. Microbiology and Anatomy and Physiology are not listed as well.

Sue asked if the committee would accept any science course that has been approved as a Gen Ed science course at the Bachelor's Degree level should also be approved at the Associates Degree level. Jerry Ball moved to approve, Linda Clark 2nd, all approved.

Sue suggested that we keep the Gen Eds at the AAS at 19 hours with the addition of all the sciences from the Bachelor’s Degree. Jerry Ball moved to approve, Rebecca 2nd, all approved.

**Responsibility for course review for distant and correspondence courses**

Josie discussed Comp II in Paragould - who owns this. English is responsible for the syllabus from Paragould as well as the assessment. The department will be responsible for this.

Correspondence courses as well - the department that hires that faculty member is responsible for collecting the syllabus and assessing the course.

David Levenbach moved to adjourn. Meeting adjourned at 3:49 p.m.

Submitted by:

Chris Collins

Assistant to Associate Vice Chancellor for Academic Services