**Gen Ed Committee Meeting**

**12/11/12**

**3:00 p.m.**

**DCED - Kathy White Conference Room**

Present: Sue McLarry, Gina Hogue, Josie Welsh, Dan Marburger, Linda Clark, Rebecca Oliver, Jerry Ball, David Levenbach, Gary Edwards Tanja McKay and Chris Collins

Absent: Bill Humphrey, Karen Yanowitz, Rick Clifft, Temma Balducci, Cecil Clark, Jeff Jenness, Jill Simons

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

The minutes from November 27th were reviewed by the committee and David Levenbach motioned to adopt the minutes, Dan Marburger 2nd the motion. Vote: Yes- all, No – 0. Minutes approved.

Question #7 on the Submission Form was discussed. A suggestion was made to put “minimum of Master’s Degree to teach Gen Ed courses”.

Sue McLarry will send out a revision of the form.

“Please detail the staffing for all sections of this course for the previous fall and spring semesters” (only leave that sentence and the table for #7). Motion made by David Levenbach and 2nd by Jerry Ball

Comp I & II, Oral Communications and College Algebra - All reports need to come to Gina or Chris by Friday before classes begin. Then the reports will be sent out to the committee to review. Review each section (i.e. Oral Communications) at one meeting, then Comp I at another meeting etc.

The order to look at the reports was discussed and Oral Communications should be first (Josie indicated that this needed to be looked at ASAP). Then Comp I, Comp II and College Algebra.

There was discussion of the Oral Communication assessment report. A common rubric is to be used in the spring. Josie is not hearing how Oral Communication is going to make this happen and how to make the faculty aware that this needs to be done.

Information is to be turned in by Friday (January 11) before school starts to AAR.

Doodle for next semester’s meetings will be sent out by Sue McLarry at the beginning of the year.

Meeting adjourned at 3:57 p.m.

Submitted by:

Chris Collins

Assistant to Associate Vice Chancellor for Academic Services