

MINUTES OF THE GENERAL EDUCATION COMMITTEE
MAY 2, 2002
ROOM CU 4

Dr. Jessica Sheetz-Nguyen called the meeting to order at approximately 12:34 p.m.

Members in Attendance: Dr. John Hughes, Ms. Jenean Jones, Ms. Mary Punches, Mr. Clay Randolph, Dr. Jessica Sheetz-Nguyen (chair), Dr. Annmarie Shirazi, Ms. Mary Turner.

Absent Members: Dr. Jim DeChenne, Ms. Linda Knox, Ms. Connie Kuebeck, Mr. Ron Scribner.

Others in Attendance: Dr. Brenda Harrison, Associate Vice President for Academic Affairs; Dr. Paul Sechrist, Provost/Vice President for Academic Affairs.

Welcome: Dr. Sheetz-Nguyen welcomed everyone to the meeting.

Announcements: The next meeting will be Thursday, August 22, 2002.

- John Hughes made the motion to approve the April 4, 2002 minutes.
- Clay Randolph seconded the motion. Two voted in favor. One opposed. The motion was approved.

New Business

No new business reported.

Old Business

Annmarie Shirazi distributed handouts of the Reading Assessment Rubric and a copy of the Math Assessment. The Committee briefly discussed the handouts. Annmarie will contact faculty of possible reading materials. She will also e-mail the Committee a copy of the Math Assessment.

General Education Committee Guidelines

Copies of the General Education Committee guidelines were distributed. The Committee discussed the guidelines and made changes. The guideline will be updated by the next meeting.

Critical Thinking

Annmarie Shirazi distributed copies of the General Education Outcome Assessment Plan with a brief discussion.

Other

Dr. Paul Sechrist addressed the Committee regarding the north central report in relation to the general education program. Dr. Sechrist presented a proposal to the Committee requesting their

recommendation of having a general education program coordinator. The responsibilities of the general education program coordinator would include:

- Chair the General Education Committee.
- Meet regularly with the Associate Vice President for Academic Affairs to discuss activities of the Committee.
- Coordinate with faculty the assessment of the general education program and the required competencies.
- Prepare the annual assessment reports related to General Education requirements.
- Serve on the Academic Institutional Effectiveness Committee.
- Serve on the Academic Affairs Leadership Council.

Dr. Sechrist also said this position compensation would allow for 3 hours of reassigned time in each of the Fall and Spring semesters. This position will be appointed by Dr. Sechrist.

Dr. Sechrist informed the Committee that he had spoken with Jessica Sheetz-Nguyen about filling this position. Jessica agreed to fill this position.

The Committee agreed and recommended that Dr. Sechrist proceed with this proposal.

The meeting adjourned at approximately 12:50 P.M.

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