

**MINUTES OF THE GENERAL EDUCATION COMMITTEE  
THURSDAY SEPTEMBER 12, 2002  
INSTRUCTION CONFERENCE ROOM**

Dr. Jessica Sheetz-Nguyen called the meeting to order at approximately 12:30 p.m.

**Voting Members in Attendance:** Dr. Jim DeChenne, Dr. John Hughes, Ms. Jenean Jones, Ms. Connie Kuebeck, Mr. Ray McCullar, Ms. Mary Punches, Dr. Jessica Sheetz-Nguyen (chair), Ms. Mary Turner, Ms. Mary Williams, Ms. Anna Wilson.

**Absent Members:** Ms. Linda Knox, Mr. Clay Randolph, Mr. Richard Trout.

**Other Members:** Dr. Brenda Harrison, Associate Vice President for Academic Affairs; Dr. Annmarie Shirazi, Dean of Planning and Institutional Effectiveness.

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

**Announcements:** The next meeting will be Wednesday, September 25, 2002.

- Mary Punches made the motion to approve the August 22, 2002 minutes.
- Dr. John Hughes seconded the motion. The motion was approved unanimously.

**Introduction of New Members**

Dr. Sheetz-Nguyen introduced Ray McCullar, Mary Williams and Anna Wilson as the new members of the General Education Committee.

**General Education Committee Guidelines**

- Dr. John Hughes made the motion to approve the General Education Committee Guidelines.
- Jenean Jones seconded the motion. The motion was approved unanimously.

**Reading and Mathematics Competencies**

Dr. Shirazi distributed copies of the Reading and Mathematics Competencies with a brief discussion. She informed the Committee that this document is an external indication that the College is doing something internally.

Dr. Shirazi will continue this discussion at the next meeting.

**Fall 2002 Academic Profile Dates**

The Academic Profile test will be given within a three-week period starting the last two weeks of October through the first week of November. Academic Affairs has the list of classes in which the test will be administered.

**Fall 2002 Course Embedded Assessment Workshop**

Dr. Sheetz-Nguyen reminded the Committee of the Fall 2002 Course Embedded Assessment Workshop scheduled for October 23, 2002 at Texas Christian University in Fort Worth, Texas.

She informed the Committee that if they plan to attend, to please let Donna Dilworth know by Friday, October 4.

The meeting adjourned at approximately 1:10 p.m.

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