

**MINUTES OF THE GENERAL EDUCATION COMMITTEE
THURSDAY, APRIL 24, 2003
COLLEGE UNION ROOM 7**

Dr. Jessica Sheetz-Nguyen called the meeting to order at approximately 12:35 p.m.

Voting Members in Attendance: Dr. John Hughes, Ms. Jenean Jones, Mr. Tom Kraft, Ms. Mary Punches, Mr. Clay Randolph, Dr. Jessica Sheetz-Nguyen (Chair), Mr. Richard Trout, Ms. Mary Williams.

Absent Voting Members: Ms. Linda Knox, Mr. Ray McCullar, Ms. Anna Wilson.

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: Dr. Sheetz-Nguyen informed the Committee that Jim DeChenne, Linda Knox and Anna Wilson would not be attending today's meeting.

- John Hughes made the motion to approve the April 3, 2003 minutes.

Mary Williams seconded the motion. The motion was approved unanimously.

General Education Workshop

Dr. Sheetz-Nguyen informed the Committee that a General Education workshop would be scheduled during fall orientation week. The purpose of the workshop is to establish a mission statement for General Education and to set up meeting agendas.

Committee Membership

Copies of the *General Education Committee Term of Office for Faculty & Dean* were distributed. John Hughes, Jenean Jones, Ray McCullar, Richard Trout, and Mary Williams will continue to serve on the Committee. Tom Kraft will continue to serve if approved. The academic deans will appoint replacements to serve on the Committee.

Amendment to General Education Competencies Timetable

Copies of the *Recommendation Submitted to the General Education Committee for Approval* were distributed. Based on the results of Academic Profiles Test sub-score in the Natural Sciences, a change in the general education assessment plan was recommended to the Committee. The competency, "Demonstrate an understanding of physical and biological processes," evaluation will be moved up from 2006 to 2004 and the competency, "Demonstrate oral and nonverbal communication skills in an effective and contextually appropriate manner," evaluation will be moved to 2006.

- John Hughes made a motion to approve the recommendation to modify the timeline for the in-depth evaluation for physical and biological sciences. The evaluation will be moved up from 2006 to 2004 and the evaluation of the communications competency will be moved to 2006.

Mary Punched seconded the motion. The motion was approved unanimously.

General Education Assessment Dates

Dr. Shirazi distributed copies of the *FY 2004 General Education Outcome Assessment*. In fall 2003, a random sample of at least 400 students, who may have completed their general education courses at OKCCC, will take the Academic Profile Test.

In the fall, the Committee will continue to discuss ways of measuring general education competencies.

New Business

Dr. Harrison suggested preparing three ring binders for the General Education Committee starting in the fall. The Committee agreed.

The meeting adjourned at approximately 1:25 p.m.

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