

**MINUTES OF THE GENERAL EDUCATION COMMITTEE
THURSDAY, SEPTEMBER 9, 2004
LIBRARY 407B**

Dr. Jessica Sheetz-Nguyen called the meeting to order at approximately 12:40 p.m.

Voting Members in Attendance: Ms. Brenda Breeding, Mr. Bruce Farris, Ms. Vicki Gibson, Mr. Jay Malmstrom, Mr. Ray McCullar, Dr. Jessica Sheetz-Nguyen (Chair), Mr. Max Simmons, Ms. Mary Turner.

Absent Voting Members: Dr. Dave Charlson, Ms. Dana Glencross, Ms. Jenean Jones, Mr. Warren Neal.

Other Members: Dr. Brenda Harrison, Dr. Annmarie Shirazi.

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

Summary of last year's Accomplishments

The General Education Committee wrote the following General Education Mission. The Mission was approved by the Provost/Vice President for Academic Affairs.

General Education at OKCCC prepares students to be engaged and empowered members of a global community and inspires the pursuit of life-long learning.

The Committee also updated the General Education Requirements list which is located in the College Catalog.

Two forms were created, *Procedure and Forms for Recommending the Addition of a Course as a General Education Elective*, which consist of the procedure, directions of completing the form and the general education elective, and the *General Education Discipline Specific Course Addition* form. The course addition form is to be completed and signed when requesting for a course to be added to the General Education Requirement list.

FY 05 Competencies to be Reviewed

This year the Committee will review and discuss the following competencies:

- Write well-developed essays in standard American English, which demonstrate unity coherence, and organization
- Use scientific method of inquiry

General Education Core

Dr. Annmarie Shirazi distributed copies of the draft *General Education Core* and asked the Committee to view the form and send her suggested changes. This draft document consists of five areas that students are expected to show when completing an Associate Degree.

- Communication and Symbols
- Social, Political, and Economic Institutions
- Understanding of Nature and Human Kind's Place Therein
- Understanding of Human Heritage and Culture
- Values and Beliefs

Academic Profile

“The Academic Profile is a test of general academic knowledge and skills. It is intended for use by colleges and universities in assessing the outcomes of their general education programs to improve the quality of instruction and learning.”

Copies of the draft *Academic Profile Test Administration Pilot Procedure FY 2005* document were distributed. The Academic Profile Test will be administered to a maximum of 400 students enrolled in an A.A. or A.S. degree program who has completed a minimum of 50 credit hours at OKCCC.

A sample of students will be contacted to take the test between October 23 and November 6 in the Test Center at their convenience. Students who score two standard deviations above the mean will be awarded a three-hour tuition fee waiver for their use in the Spring 2005 semester.

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