

Minutes

General Education Implementation Committee Meeting

January 28, 2004

213 Graham Memorial Building

Members in attendance: Dean Carolyn Cannon, Dean Thomas Tweed (Chair), David Lanier, Joseph Bray, Bobbi Owen, Clayton Koelb, Glynis Cowell, Guest: Stephanie Medwid

1. The meeting was called to order at 3:05 pm.
2. UPDATE/DEMONSTRATION OF ONLINE COURSE FORMS: The demonstration scheduled for today's meeting was canceled because it would have taken time away from the programming process, which is a priority at this time.

So far, of the 7339 individual courses in the system, 4468 courses have been renumbered, 914 have been flagged for deletion, and 1957 have had no action taken on them.

3. ADVICE ON MEMO ABOUT IMPLEMENTATION DEADLINES: As things stood at the time of the meeting, the February 2nd deadline for completing the 'Renumber All' form will remain in place. Departments will be able to submit, although the information will not be sent along the routing system. It will be stored until the program is complete.

Joseph Bray reports that programming is about 2 weeks behind schedule. The programmers are doing the best they can and are aiming to have the 'Revision' form ready by February 9th. Joseph Bray predicts that in the worst-case scenario, the 'Revision' form will be complete by February 16th.

The memo will go out soon, and it might announce that the 'Revision' form will be ready by February 16th and the revision submissions will be due February 27th. Dean Tweed suggested that in an effort to keep on schedule it might be better to keep the due date in February. The plan is that after 'Revision' forms are submitted, they need to be out of the Office of Undergraduate Education by March 15th, giving divisions 7 weeks until their due date of May 10th.

The committee discussed ways to speed up the review process at the Office of Undergraduate Curricula. It was suggested that graduate courses should be kept at the bottom of the priority list. It was also suggested that a temp might be hired to answer phones and take care of certain office duties for approximately two weeks, so Stephanie Medwid can concentrate fully on the renumbering/revising task after the routing system sends the courses to the Office of Undergraduate Curricula.

It was suggested that members of the Implementation Committee could help divisional committees meet deadlines (members can work within their divisions to help move things along).

4. **UPDATE ON BULLETIN REVIEW:** Dean Cannon and Bobbi Owen are working on this review and will be meeting with Dean Gil and Stephanie Medwid next week. They hope to have a report ready by the next meeting on February 11th.
5. **UPDATE ON TRANSFER STUDENTS AND THE NEW CURRICULUM:** Dean Cannon and Stephen Farmer have contacted 9 staff and faculty members and are forming a committee to discuss these issues. They plan to have a report ready by the meeting on February 24th.
6. **UPDATE ON DOWNLOADING MATERIAL FROM UNIVERSITY BULLETIN:** David Lanier reported that test data had been successfully loaded into the database, and that they are making a lot of progress.
7. **REPORT ON MEETING WITH DIVISIONAL CHAIRS AND VICE CHAIRS:** Dean Tweed reported that the meeting was successful. The divisional leaders' knowledge of the implementation process varied widely, and they brought up some questions and concerns. Those were addressed during the meeting. Dean Tweed asked the chairs and vice-chairs to let him know how his office can help with the process, and he said he expects that he will meet again with the divisional committees.
8. **UPDATE ON ALTERNATIVE USES OF THE "I" SUFFIX:** Stephanie Medwid reported that according to Carol McDonnell at the Friday Center, the university does not use the suffix "I" for any of their classes, even those taken by students in correctional facilities.
9. The meeting was adjourned at 4:00pm.