

## Minutes

General Education Implementation Committee Meeting  
November 11, 2003  
Graham Memorial 011

Members in attendance: Dean Carolyn Cannon, Dean Karen Gil, and Dean Thomas Tweed (Chair), David Lanier, Joseph Bray, Bobbi Owen, Clayton Koelb, Tom Bowers, Glynis Cowell, Daniel Anderson

1. The meeting was called to order at 3:05 pm.
2. NOV. 25 MEETING CANCELLED: Dean Tweed announced that the November 25<sup>th</sup> meeting has been canceled, and would not be rescheduled, unless there was unexpected and pressing business to attend to before the meeting in early December.
3. COURSE DESCRIPTIONS AND PREREQUISITE REQUIREMENTS FOR THE ONLINE COURSE FORMS: David Lanier provided an update on the progress made in conversations with Publications and AIS about how to retrieve and transmit Bulletin information about the approximately 6,000 courses—course descriptions and prerequisites—for the online course forms, so that errors will not be introduced and labor will not be increased by asking scheduling officers to enter that information for each course. Lanier said that progress had been made, and it seems that Publications does have the means to pull and transmit this information. Lanier also provided the Committee with “Questions about Loading Course Descriptions and Prerequisite Requirements”. That document, which was circulated to the Committee, is attached. After a discussion, the Committee made the following responses to the questions on the document: It reaffirmed the first four purposes (1a-d and 1h), rejected those described in 1e, 1f, and 1i. The committee decided that it was unfeasible to provide reference copy for departments (1e) or to collect old and new prerequisite numbers for course revision forms (1f). The Committee also offered a vigorous yes to the question asked in #5, suggesting that the loading of the course description and prerequisites is indeed critical for meeting the February deadlines and the eventual implementation deadline of fall 2006. In response to question 8, which concerns responsibility for the accuracy of the Bulletin course descriptions and prerequisites, the Committee recognized that there could be errors in the Bulletin information, but accepted that as the only way to proceed. It also recognized that ultimately the responsibility for the accuracy of the data downloaded rests with the deans (or relevant associate deans) of the schools and professional schools. As for the question of loading the information retrieved from the Bulletin, the Implementation Committee will oversee the process, though it has no resources directly at its disposal to accomplish that. In that sense, it will be the responsibility of the Subcommittee on Technology, which includes representations from AIS, the Registrar’s

Office, and the Office of Undergraduate Curricula, with the cooperation and aid of University Publications, who will play a major role if this effort will be successful. The Committee discussed question 9—how and when does the revised course description become the “current” description? The Committee noted the complexity of the situation, but could offer no final and full response at this time.

The committee agreed that all course descriptions need to be loaded into Oracle database, and University Publications will be the official source. It was also agreed the print catalogue will continue, and that the new online system will eventually be linked with the publication of the Bulletin, so future review of Bulletin copy and revisions by schools, departments, and curricula will draw on the information stored in the relational data base. Eventually, this will mean a slightly different, but more efficient, system for updating and revising the Bulletin.

For question #6, the Committee corrected a typo, so that it is amended to say that the tasks outlined and reaffirmed in purposes 1a-1 will “require loading to be complete” in January 2004 not 2005.

Bobbi Owen moved that only two bits of course information be allowed to be changed without the proper committee approval: the semester a course is taught and the faculty member(s) teaching it. The Committee approved her proposal.

The Committee also decided that there is a need to use some mechanism (e.g., brackets?) to identify old course numbers in online and printed version of the Bulletin. For example: PSYC 101 [formerly PSYC 10]. And there needs to be some way to designate the official effective date for a course description. AIS will have to track the effective date, and they are working on including that in the form fields.

4. A POSSIBLE FORM FOR FACULTY USE?: As he was directed by the Committee, Leif designed and presented a form that faculty might use to record and transmit renumbering and general education information within a school, department, or curriculum. However, after a discussion about the possible confusions that could result from the “Faculty Course Request Form,” the Committee decided not to use it. Instead, they decided to post the “Revision” and “Renumber All” forms on the Implementation Committee website ([www.unc.edu/depts/uc/implementation](http://www.unc.edu/depts/uc/implementation)). On the website these forms, which are only for illustration, will not be linked to the relational database.
5. UPDATE ON THE ONLINE COURSE SYSTEM: Joseph Bray from AIS and the Technology Subcommittee reported that they are on schedule. The

Renumbering form is “close to being finished.” The internal deadline is Monday, and it will be completed in “a couple of weeks.” They are working on the Course Revision form now, and that form will be the basis for creating the Course Addition form. He also reported that scheduling officer training, who is overseen by the Registrar’s Office, is starting (as the timetable suggested it would). Dean Tweed added that conversations have been happening with the Technology Subcommittee to try to find a way to include First Year Seminars on the Course Addition form, which programmers have not begun yet.

6. The meeting was adjourned at 4:30 pm.

Respectful Submitted,

Amy Rouse  
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