

Minutes

General Education Implementation Committee Meeting

February 11, 2004

213 Graham Memorial Building

Members in attendance: Tom Bowers, Joseph Bray, Dean Carolyn Cannon, Glynis Cowell, Karen Gil, Clayton Koelb, David Lanier, Bobbi Owen, Gary Pielak, Kelly Rowett, Thomas Tweed (Chair), Guest: Stephanie Medwid

1. The meeting was called to order at 3:00 pm.
2. UPDATE AND DEMONSTRATION OF ONLINE COURSE FORMS: Joe Bray reported that so far, of the 10,086 individual courses in the system, 6,688 courses have been renumbered, 1,665 have been flagged for deletion, and 1,733 have had no action taken on them.

Kelly Rowett gave a demonstration of the online course system to the Committee. Division Leaders were invited to this portion of the meeting and four attended. Kelly discussed the online Revision form and described how the information would be routed to the divisions for approval.

Some points that were raised during the demonstration were:

- Once courses have been approved, there is no way for the submitter to retrieve that information again.
- Once a syllabus has been uploaded, it cannot be edited. Therefore, it is important to proofread syllabi before uploading.
- Division Leaders will receive 1 or 2 e-mails per day indicating which courses have had action taken on them and will need their approval. This number is tentative and may be revised.
- When Division Leaders view the list of courses that they will need to approve, the courses will be sorted by action (add, revise, delete, renumber) and then alphabetically by subject within each action.
- Not all courses to be approved at the divisional level will start within that division. For example, if the Drama department proposes a course that fulfills the Natural Science perspective, that course will go to the Natural Sciences division to approve. The destination of the proposal will be determined by the Foundation or Approach requirement it is intended to fulfill.
- In response to a question, Dean Tweed offered an overview of the routing system process:

The Routing System:

Unit/Dept. → Chair/Dean → Office of Undergraduate Curricula → Divisional Committee → Subcommittee on General Education → Administrative Boards → SIS (student information systems).

A memo from Dean Tweed was distributed to Directors of Undergraduate Studies, Department Chairs, Deans, Course Scheduling Officers, and Department Managers on February 2, 2004, reporting on the status of the General Education Implementation and the online course system. Dean Tweed, Joe Bray and Kelly Rowett will continue to discuss when the next memo should be distributed. The timing and content of the next communication will be based on the progress that AIS can make in finishing the routing system.

3. UPDATE ON REVIEW OF BULLETIN IN LIGHT OF NEW CURRICULUM: Dean Gil, Dean Cannon and Bobbi Owen presented their report to the Committee, citing four major topics in the Bulletin that need to be reviewed/revise: Transfers (credits and students), Credit, Requirements, and Majors/Minors. They suggested that it is important that policy be in place before implementation in Fall 2006 (Students are already asking if they can triple major). This is also an opportunity to look at parts of the Bulletin that are perhaps too vague.

To effectively consider the issues, Dean Tweed recommended that the list be further prioritized: subdivided into what this committee can do now and what can wait. Three priorities were decided upon, and the following members have agreed to draft language for revising the Bulletin in these three areas for the next meeting:

Dean Tweed – Majors/Minors

Bobbi Owen – Professional School Hours/Auditing

Tom Bowers – Internships/Experiential Education

The Committee will discuss the proposed language, and if they recommend any changes in the policies or descriptions, they will present their suggestions to the Educational Policy Committee and the Administrative Boards for review.

Even though the next associate dean for undergraduate curricula (Jay Smith) will chair the committee to deal with issues surrounding experiential education and interdisciplinary clusters next year, the Implementation Committee decided to try to begin to set some definitions and policy about internships, since the faculty review of Experiential Education courses could require a bit more clarity than is available in the current Criteria document. The Committee plans to eventually involve Career Services in policy discussions about internships and experiential education.

Dean Tweed suggested that all transfer-related issues be grouped together and dealt with at a later date.

One member suggested that a subcommittee be formed to consider Bulletin issues (at least one meeting). This subcommittee would need to involve Advising, Admissions, and the Registrar's Office. These departments need to confirm that they have enough time to revise the Bulletin within the current Implementation schedule, and they need to plan for the transition period.

Regarding the process for determining transfer equivalency credit, the Committee suggested that it might be an appropriate time to rethink process, the criteria and mechanism for determining such credit. At the next meeting, the Committee will discuss the transfer credit review and approval process. Two members of the Committee (Dean Cannon and Stephen Farmer) will begin to address those issues.

Dean Tweed asked Stephanie Medwid to create a list of policy items that this Committee needs to consider, noting which have been addressed and which still need attention. This, Tweed suggested, might be helpful when Jay Smith assumes his role as Associate Dean of Undergraduate Curricula in July 2004.

Stephanie Medwid will notify the EPC that the Implementation Committee is discussing policies in the Bulletin that relate to the new curriculum, and it might be presenting recommendations to the EPC, as well as the Administrative Boards, in the future.

4. **UPDATE ON DOWNLOADING MATERIAL FROM UNIVERSITY BULLETIN:** Kelly Rowett announced that Valerie Price from Publications indicated Valerie would not be able to download the course information from the Bulletin in time for that to be available on the online Revision Form. However, a link to the Undergraduate Bulletin will be added to the Revision form, so that scheduling officers can cut and paste existing course descriptions onto the online course forms. Kelly Rowett also announced that she will organize a meeting in March to discuss what needs to happen as the information makes its way toward Publications.
Dean Tweed expressed his surprise and disappointment that the Bulletin information will not be available to scheduling officers when they input data on the online revision form. The Committee referred to the 10/28/03 meeting, in which it had reaffirmed that providing Bulletin copies of course descriptions for the online course forms was crucial to the effectiveness of the online course system and the university's ability to meet the scheduled implementation date of fall 2006. The loss of the ability to automatically pull up the old course description is a setback, since it potentially introduces errors into the process and puts a greater burden of work on both scheduling officers and, even more important for the speed and effectiveness of the process, the Office of Undergraduate Curricula, which shares responsibility for proof-reading and cross-checking the old course descriptions.
5. **UPDATE ON COMMUNICATIONS WITH DEPARTMENTS AND DIVISIONS:** Dean Tweed noted that he planned to meet again with divisional leaders on February 12 to seek their suggestions about the implementation timetable and the review process.

6. BOTANICAL GARDEN PROPOSAL: Peter White proposed that the North Carolina Botanical Garden be added to the list of acceptable student learning experiences in the Criteria document.

Bobbi Owen suggested that if the Committee adds NCBG to the Criteria document, they would have to add many others to the same list, including perhaps the Ackland and the Cancer Center. Reaffirming its earlier decision to keep that Criteria document as broad as possible, the committee decided that it would be best to not change it. Instead, it suggested that the associate dean, and the committee that will overview the experiential education requirement, create a longer list of approved on-campus internship sites. Once the Committee establishes more firmly the criteria for such internships, that list could be created and updated.

The committee thanked NCBG for its interest in the Experiential Education requirement, but noted that for the Botanical Garden to be added to any future list of approved internship sites on campus, they would need to revise their proposed internship experience to meet the already established criteria for experiential learning: 1) It would need to be tied to a *course*; 2) It would need to be supervised directly by a *faculty member*.

7. The meeting was adjourned at 5:00pm.