

Minutes

General Education Implementation Committee Meeting
August 27, 2003
Graham 011

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

1. The meeting was called to order at 3:04pm.
2. Tweed offered an overview of the new course renumbering and general education curriculum, as well as the online course submission process.
3. The committee discussed the implementation timetable, and it was suggested that we consider *staggering* the submissions in some way (and not just the Cluster Program). The committee came to no decision on the matter and will consider it again as it discusses the timetable at a future meeting.
4. The committee discussed the issue of whether to mandate that all courses that fit the criteria for a general education course meet that requirement, whether or not the instructor requests or prefers that. The committee agreed to put this on a future agenda.
5. In considering how to best support the implementation process, the committee decided that we should hold three information sessions for directors of undergraduate studies (or whoever the unit decides will lead the implementation process), as well as the training session for scheduling officers. Faculty from the professional schools should be invited to all, but one session should be focused more directly on their concerns. The committee also encouraged Tweed to offer very specific advice about how units might coordinate the renumbering and curricular revision process.
6. The committee briefly discussed how to refine the General Education Criteria to assure more stylistic uniformity, and it was decided that Clayton Koelb, Bobbi Owen, and Dan Anderson would work with Tom Tweed to offer some revisions. That revised draft will be presented to the committee at a future meeting.
7. It was decided that the course submission form should include not only a way to attach a syllabus but also some suggested format (for example, course description, grading methods, and assigned reading), so there can be some standardization of the information submitted to the faculty committees for review.
8. The meeting adjourned at 4:57pm.

Respectfully submitted,

Thomas A. Tweed
Associate Dean for Undergraduate Curricula