

General Education Committee Meeting Minutes

October 31, 2024

Members Present: Dan Radus, Nancy Diller, Christine Uliassi, Sue Slivan, Bryanne Bellovary, Stuart Daman, Greg Ketcham, Pat Donnelly, Doug Armstead

Members Absent : Bruce Mattingly, Stephen Maher, Carol Van Der Karr, Karen Downey

Topic	Comments	Action
Approval of minutes from October 17, 2024		Passed by unanimous consent
Approval of GESS/GEHU results document	<ul style="list-style-type: none"> • Discussed edits to format of results document from suggestions made on Oct 17, 2024 meeting • Discussed excel file type and concerns regarding the file being editable – no changes recommended other than ‘read-only’ status 	Confirmation of final corrections being made by Stuart, then Stuart will upload completed files to Teams, notifying Dan and Nancy, files will then be posted
Finalize reflection form for instructors in 23-24	<ul style="list-style-type: none"> • Reviewed/discussed reflection form • Discussed draft memo to instructors, committee is comfortable with Dan composing memo • Discussed adding disclaimer about the use of this data by instructors in personnel matters • Discussed deadline for completion of form by end of Fall 24 semester • Timeline discussed, mid-November 	Proceed with reflection form without edits
Update on random selection of courses in GEWH/GENS/GEST [DIRA]	<ul style="list-style-type: none"> • Discussed sample • Discussion of the lab or class carrying the attribute in the GENS category 	Sample approved GENS lab instructors will only assess the SLO #1

		GENS lecture instructors will assess SLO #2 & 3
Finalize timeline for initial deadline for syllabi/forms	<ul style="list-style-type: none"> • Review and discuss timeline for deadline • Planned communication with faculty for Monday 11/3 • Deadline for syllabi forms moved to Monday of Thanksgiving week 	Finalized with small edits noted in comments
Draft (in subcommittees) email to faculty volunteers for input on rubrics	<ul style="list-style-type: none"> • Work in subcommittees 	Work in subcommittee
Additional discussion	<ul style="list-style-type: none"> • Need to establish an acting Chair of the GE Committee prior to the end of the semester given D. Radus sabbatical 	
Meeting adjourned 9:07 am		

Submitted by: Patrick Donnelly