**GENERAL EDUCATION MEETING MINUTES**

**Nov 25, 2019, 2:30-4:00**

**Members Present:** Cathie LeBlanc (Gen Ed Coordinator), Kate Elvey (Co-Chair), Joey Rino (Co-Chair), Nicole Jaskiewicz (New Faculty Observer), Botao An, Harrison Johnson (Associate Registrar), Emma Wright, Brandon Haas (via Zoom)

**Members Absent:**

**Approval of Minutes:**

Approved as written.

**Preapprovals (Sunset Renewals and Initial Proposals):**

List:

* N/A

**New Business (Sunset Renewals and Initial Proposals):**

List:

* N/A

**Key points from Discussion about proposals reviewed at the meeting:**

* N/A

**Discussion Items:**

* Review Online Sunset Votes
  + Some members haven’t been able to vote yet.
  + Voting Schedule:
    - Batch originally due 11/26 – Vote by Monday, guests attend Dec meeting
    - Next batch – Vote by 12/9, guests attend January meeting
    - Last batch – Vote by 1/20, guests attend January meeting
  + Kate will send out reminders and send invitaions to guests. Everyone who needs to come to meetings need to be invited by February, last stragglers last February meeting.
  + Chairs will give a summary list of hard-copy approved courses to Harrison (with all information included) rather than all the forms. Harrison is manually importing Sunset spreadsheet into CIM!
  + Sunset renewal date listed in CIM should be +4 years, not +5 years according to handbook. This needs to be corrected.
* Requests for deletions of Gen Ed designations
  + If they are deleting the course – CIM will still kick proposals to us.
    - Mary Campbell used to give us a report of Curriculum Committee actions that affected Gen Ed but do not require a vote.
    - If CIM is keeping records of Sunsets we no longer need to record deleted courses (we only recorded them in the past to update our Sunset renewal list). We need to double-check that CIM is keeping these Sunset records and can run a report. Could CIM send these Sunset notifications automatically to Program Coordinators?
  + If they are deleting the status but not the course – This requires a new course creation with new # without Gen Ed status. Programs are responsible for proposing these new courses themselves.
* Advisory Group
  + Group required by NECHE and has already met. They are invited to the Student Showcase and are holding next meeting December 4. What advice should we solicit at this meeting? Ideas:
    - * Tackling a Wicked Problem and INCAP as bookends
      * Seek suggestions for 3-year Economic Sustainability plan
      * Ask what kind of knowledge are you looking for in employees? This is sort of what we asked them last time…
      * Ask them to respond to the showcase
      * Ask about their views on the value of interdisciplinarity
      * How to avoid partnership fatigue?
* Old Moodle Site Deletion
  + They are cleaning up Moodle sites. Do we want to keep ours? No strong opinions so we’ll get rid of all the old sites besides last year. Chairs will respond to IT.
* INCAP Discussion
  + Update: Registrar has created a status for INCAP and put it on the Gen Ed form.
    - In implementation plan we said every INCO course will get INCAP status for two years. How do we make this happen?
    - In implementation plan we said every course that has an INCO status will get an equivalent course with an IS course code as a reminder that these are not discipline-based classes. Is this even possible?
      * Currently cross-listing courses need to divide half the seats (nightmare – if this is the case we may want to scrap the IS code)
      * CIM may allow you make two courses equivalent. This is discouraged by Registrar’s office. Harrison will look into whether we can do this. We need to put pressure on this point – it is essential to university-wide sustainability issues.
  + At Faculty meeting people requested explicit explanation that 1) Programs cannot require specific INCAP classes and 2) INCAPs cannot require prereqs. Where do we document this in writing?
    - We could do it on the IS4220 course, but that’s not the only INCAP.
    - Gen Ed Handbook and checklists need to be updated to include this requirement.
  + Concern: INCAP passed, but we may need to vote on other aspects (such as handbook language) or vote could be called into question based on procedure.
* Gen Ed Syllabi Requirements
  + Kate updated draft.
  + Kate will revise to require that people not just list the Habits of Mind, but identify where they are practiced in the curriculum. Post for review next meeting so it can go online.

**Next meeting:**

* December 9 – Kate will double-check room reservation.
* Review Sunset renewals.
* Finalize Gen Ed syllabi requirements form