***Gen Ed Committee Meeting Minutes:***

**September 28, 2020 2:30 PM**

**Members Present: Botao An; Sarah Parrish; Joseph Rino; Jennifer Kamorowski; Kathryn Elvey; Jennifer Nelson**

**Members Absent: Cathie LeBlanc; Heather Doherty**

**Approval of Minutes:** April 24, 2020 and September 14, 2000 meeting minutes were approved as written.

**Preapprovals (Sunset Renewals and Initial Proposals): None**

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

* Welcomed new note takers Cindy and Nina. Cindy Melanson will be taking notes on the 4th Monday of the month and Nina Domina will cover the 2nd Monday of the month.
* Task force updates: (Moved to October 12th meeting)
* Results of vote:
	+ BUS 1200 DICO; Votes ?
	+ BUS 1300 TECO; Votes ?
	+ BUS 1400 GACO; Votes ?
	+ BUS 1700 WRCO; Votes ?
	+ DN 3071 WECO; Votes ?
	+ PBH 3010 QRCO; Votes ?

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

* Joeseph Rino proposed that the Gen Ed committee send proposals back to the professors and request that they include annotation about the HoM and remind them of the syllabi requirements. So, instead of “rolling proposals back” in CIM, they will ask professors to make the updates/ annotations, collect them, view them, edit them on CIM (for CC to see) and then send them forward; however, a revote will not be necessary.

**Discussion Items:**

* Botao An to create new folder for October 12 and submit the updated business syllabi.
* Ka**te** Elvey will email full faculty and the contacts for the courses under review about the Gen Ed syllabus guidelines.
* Joseph Rino will email the registrar's office about updating CAM with the Gen Ed syllabus guidelines

**Next meeting:**

* October 12, 2020