***General Education Committee Meeting***

***Minutes 10-9-2023***

***Members in Attendance***: Brittany Lockard-Chair, Brett Bruner, Samantha Corcoran, Natalie Delacruz, Sally Fiscus, Linnea Glenmaye, Julie Henderson, Josh Mallard -Student Rep, Matt Muether, Andrew Meyers, Angie Paul, Carolyn Shaw, Sandy Sipes, Jan Wolcutt

Absent: Gina Crabtree, Kimberly Engber

***WELCOME*:** Brittany Lockhard

***APPROVAL OF MINUTES FROM 9-25-23 MEETING*:** It was moved and seconded to approve the minutes. Approved: 6-4-0

***DISCUSSION OF SYLLABUS TEMPLATE AMENDMENTS***

***Goals of the program***

* Carolyn Shaw took on the job of making recommendations to update the syllabus template. She noted that the Gen Ed goals are not framed as ‘learning outcomes’ on the Gen Ed web page, but they are labeled as learning outcomes on the CIM form. She suggested that the goals might be listed as Goals/Outcomes to keep the language consistent.
* Discussion: Should the Gen Ed program have a common set of learning outcomes that each Gen Ed course must have, or can individual courses support some goals and not others?
* As currently stated, it might be necessary to use multiple outcomes to reach one Gen Ed goal. Does each Gen Ed course have to meet all the Gen Ed Goals or does the entirety of the program have to meet the goals? Currently there is no formal way to ensure that each individual student meets all the goals of the Gen Ed program by fulfilling the requirements of the program. The assumption is that the structure of the program will guarantee that the goals will be met. Linnea referred the committee to this link <https://www.wichita.edu/academics/generaleducation/genedassessment.php>
* The relevant part of the web page says all Gen Ed courses do not have to meet all Gen Ed goals, and that the committee will use course syllabi to evaluate whether the course meets Gen Ed goals, and that the syllabus should include a matrix in which the general education goals and corresponding course outcomes are identified.
* The sections on learning outcomes and 300 level courses are no longer relevant since the new system has buckets and no requirement for 300 level courses. Since the goals will need to be rewritten to conform with the Regents’ new general education program, Brittany will follow up with the Executive Committee.
* Carolyn also recommended that the common required elements of the syllabus be on a link at the top of the syllabus: “See important resources and policies at  [www.wichita.edu/syllabuspolicies](http://www.wichita.edu/syllabuspolicies)” The issue is that there are a lot of common elements in the syllabus that are legally required, but may become out of date, and faculty may not update their syllabus every semester. Having students go to a link ensures that the elements are up to date, but students may not go to the link. It is also time consuming for the committee to review all these elements to be sure they are there and up to date. The committee’s policy has been NOT to review the common required syllabus elements, but only those elements that pertain to the Gen Ed program and to notify faculty to be sure their syllabus is updated.
* Carolyn also recommended having a link in CIM to a Blooms taxonomy PDF file to help faculty write measurable goals: <http://www.fresnostate.edu/academics/oie/documents/assesments/Blooms%20Level.pdf> Sally can do this.
* Brittany will check with the Gen Ed Implementation Committee to see if there is a subcommittee charged with articulating program goals and updating the web page before this committee tries to create a syllabus template.

***COURSE PROPOSALS***

**BIOL 371: Intro Environmental Science Lab**

* Biology 370 needs a lab so that it can be counted in the appropriate bucket as a natural science lab. However, some students will not want to take a lab because they have already satisfied the lab requirement with another course. Having BIOL 371 as a separate course allows students to use it to satisfy the lab requirement, or not take a lab if they already satisfy that requirement.
* It was moved and seconded to approve 10-4-0

**PHIL 385H: Engineering Ethics**

* This is a pre-approved Gen Ed, but they want to add an honors section. It does not require a vote by this committee.
* Brittany will ask that they remove the requirement of junior standing and that the instructor update the common syllabus elements.

***AS MAY ARISE***

* Brittany will ask Karla to send a new link for every meeting. The committee will keep Zoom this semester, but Brittany will ask Ali Levine to spend part of a meeting bringing committee members up to date on Teams.

***NEXT MEETING***

* The next meeting will be on 10-23-23.

***ADJOURNMENT***

The meeting ended at 1:35 pm.