# General Education Committee Minutes, 11/15/17

## Call to Order / Roll Call

Members present: L. Ametsbichler, P. Muench, G. Peters, J. Randall, D. Ward, T. Wheeler, J. Wilkinson

Members Absent/Excused: B. Bach, B. Clough, B. Durnell, B. French, N. Lindsay A. Sala, A. Schafer, A. Wadell

## Business Items

* The following general education designations from Group 3 and 2 were approved.   
    
  Group 3

|  |  |  |
| --- | --- | --- |
| Course Number | Title | Group |
| THTR 106 | Theatre Production I Run Crew | Expressive Arts (remove) |
| Physics | Language exemption | L Exempt |
| MC BAS degree | Language exemption request | L Exempt |
| PHL 291 | Philosophy of Art | Literary and Artistic |
| PHL 101 | Introduction to Philosophy | Literary and Artistic |
| PHL 102 | Introduction to Existentialism | Literary and Artistic |
| GH 191 | Elementary Hindi | Language |

### Group 2

|  |  |  |
| --- | --- | --- |
| Course Number | Title | Group |
| MLIB 291 | Research Skills for an informed Citizenry | Democracy & Citizenship |
| PHL 317 | Law and Morality | Democracy & Citizenship |
| ANTY 191 | International Human Rights | Ethics |
| PHL 317 | Law and Morality | Ethics |

Workgroup 1 has not yet met to discuss the forms. Camie will follow-up with Professor Clough. The group should agree on the consent agenda and send it electronically so it can be presented to ASCRC on 11/28 in order to make the December Faculty Senate meeting.

* Last year the proposal to change the rolling review cycle and include assessment was approved. In the annual report it was noted that Procedure 202.40 should be revised with the language in the proposal. The updated procedure (appended) was approved.
* Procedure 202.10 General Education Framework was updated and revised (appended).
* The committee discussed the ongoing appeals. ASCRC Chair reached out the Chair Randall regarding the two appeals to ensure the proper procedure was followed. The year grace period has been extended for these two courses as the instructors were given additional opportunities for revision. Unfortunately, it is too late. The courses will need to resubmit during the normal review cycle. Chair Randall will draft language (below) that will be circulated to members for approval. The message will then be sent to ASCRC. .

"Memorandum to ASCRC regarding Appeal of ANTY 326 and HSTR 272

The General Education Committee affirms its earlier decisions to deny ANTY 326 and HSTR 272 an Ethics designation based on the evidence provided at that time. Both courses were granted a one-year grace period during which there was ample opportunity to revise the application and provide evidence for the E designation. We recognize that there have been recent revisions to these courses which signal progress in the right direction, but the time has passed procedurally for us to continue to review revisions. We encourage the professors of both courses to reapply for an Ethics designation in Fall of 2018."

In our discussion, it also became apparent that the appeals process should be more clearly articulated in policy and procedure. The committee has prioritized a review of this process and will propose revisions to the current policy. We look forward to working with ASCRC in this regard.

* The Preamble Workgroup met and drafted a revised preamble. It will be circulated electronically for discussion at the next meeting.

## Adjournment

The meeting was adjourned at 5:25 p.m.

# Procedure ~~Guidelines for~~ Review and Assessment of General Educaiton Courses

Procedure Number: 202.40  
Date Adopted: 1984   
Last Revision: ~~11/24/09~~ 05/04/17

Approved by: General Education Committee and ASCRC

The General Education Committee is charged with ~~the following responsibilities~~ implementing General Education Review and Assessment as follows:

1. The General Education Committee will implement a rolling review cycle that reviews courses every seven years to assure their continued alignment with the criteria and learning goals of the General Education Program.
2. Two GE groups will be reviewed each year for five years. The sixth and seventh years will be set aside for evaluation and reporting to advance program improvement and accreditation.
3. The General Education Committee will provide notice of the procedures and timelines for review and assessment by communicating this to all instructors in May and September of each year.
4. Instructors seeking to renew GE designations will submit (1) a course syllabus, (2) a completed General Education Form, (3) samples of course activities that document how the GE Learning Goals are attained, and (4) an assessment report that includes an analysis of student outcomes with respect to the GE Learning Goals.
5. The General Education Committee will work with Academic Affairs to coordinate and host collegial workshops that are timed appropriately to assist faculty members with their submissions and GE assessment strategies.
6. GE review subcommittees will be made up of faculty who teach within that GE group and members of the General Education Committee. Participation will be voluntary, but all faculty members who submit or teach courses within the GE Group will be invited to participate.
7. Subcommittee chairs will be responsible for coordinating subcommittee activities and communicating their findings and recommendations to the General Education Committee. Review subcommittees will (a) check that each submission is complete, (b) examine syllabi and course materials to verify that each course meets the current GE criteria, and (c) request more information from faculty if needed.
8. Courses that meet the current GE criteria will be recommended for renewal of their GE designations. In the event that a course does not appear to meet the GE Group criteria, this will be communicated promptly to the instructor and to the Chair of the General Education Committee to facilitate revision or appeal.
9. Rolling Review results will be reported to Faculty Senate annually. At the end of each seven year cycle, the General Education Committee will collaborate with Academic Affairs to produce a more comprehensive analysis and report that includes recommendations for improving the General Education Program and these procedures.
10. At the end of each rolling review cycle, and/or from time to time during the cycle, a conference or additional workshops should be organized to invite broader discussion of the General Education Program, including its purpose and effectiveness, to generate additional ideas for improvement, and to revitalize this essential component of our curriculum and learning community.

* ~~Review all general education courses every four years to determine if they still meet and conform to the criteria and learning goals (three groups per year). Each course should be considered as if it were being proposed for the first time.~~
* ~~At the beginning of the year the General Education Committee (GEC) will determine which groups to be reviewed and establish the appropriate subcommittees and timelines.  
  Normally subcommittees shall be chaired by a member of the GEC with members from the appropriate disciplines. Subcommittees shall consist of 3-5 members.~~
* ~~The GEC Chair will provide each unit the list of courses to be reviewed in that unit.   Each unit is responsible for retaining or withdrawing the general education status of its course(s) by the stated deadline.~~
* ~~The Registrar will provide a list of dormant courses.  Any course not offered within the last three years may be stricken from the list in consultation with the Registrar's Office and the offering department. Ordinarily, a course for general education ought to be offered at least twice in four years.~~
* ~~Most courses can be reviewed adequately from the general education form and syllabus, but in some cases, a subcommittee may wish to ask for additional materials.~~
* ~~The subcommittee should note any inconsistencies between the course and the criteria/learning goals. The subcommittee will communicate any necessary adjustments to the instructor. The instructor and/or chair have the options of requesting reconsideration by the GEC or of modifying the course to fit the current criteria/learning goals.~~
* ~~The subcommittee should determine whether the criteria/learning goals themselves may require review and communicate any recommendations to the GEC.~~

# Procedure General Education Framework

Procedure Number: 202.10  
Date Adopted: 10/11/07   
Last Revision: ~~3/8/12~~ XX/XX/ 17  
Approved by: Faculty Senate

| Group | Credits |
| --- | --- |
| I: English Writing Skills  1. Introductory College Writing (WRIT 101) 2. One ~~designated~~ Intermediate Writing Course (~~either lower division or upper division)~~ 3. ~~Take and pass the Writing Proficiency Assessment (WPA)~~ 4. ~~Upper-Division~~ Advanced Writing Requirement (as specified by major department) | 3 3 ~~0~~  ~~1-~~3 |
| II: Mathematics | 3 |
| Group III: Modern and Classical Languages ~~or Symbolic Systems~~ ~~A two semester language sequence is the default option (test out provisions apply).~~  Students must complete the first-year sequence of a language or demonstrate comparable proficiency ~~Students may substitute a symbolic system sequence required by their major and approved by the General Education Committee.~~ Some credit heavy majors are exempted from this requirement. See list in the [catalog](http://catalog.umt.edu/academics/general-education-requirements/). | 0-10 ~~or 3-6~~ |
| IV: Expressive Arts | 3 |
| V: Literary and Artistic Studies | 3 |
| VI: Historical ~~and Cultural~~ Studies | 3 |
| VII: Social Sciences | 3 |
| VIII: Ethics and Human Values | 3 |
| IX: ~~American and European Perspectives~~ Democracy & Citizenship | 3 |
| X: ~~Indigenous and Global Perspectives~~ Cultural & International Diversity | 3 |
| XI: Natural Sciences One course must include a laboratory experience.    ~~Total~~ | 6  ~~28-49~~ |

Conditions   
All General Education courses must be at least 3 credits, must be introductory and foundational, and have no more than one pre-requisite. Normally, general education courses are numbered in the 100-300 levels. The General Education Committee may allow exceptions for 400-level ~~upper-division~~ courses, courses fewer than three credits, and for courses with more than one-prerequisite, if the proposing unit can justify such an exception. Some courses may satisfy more than one group (see list in [cataloghttp://catalog.umt.edu/academics/general-education-requirements/](http://catalog.umt.edu/academics/general-education-requirements/)).

* ~~Some courses may satisfy both the “Writing Course” requirement (I.2) and one of the Groups IV through XI.~~
* ~~Some courses may satisfy both Group II and Group III Symbolic Systems.~~
* ~~Some courses may satisfy both Group IX and one of the Groups IV through VIII.~~
* ~~Some courses may satisfy both Group X and one of the Groups IV through VIII.~~
* ~~No course may satisfy both Group IX and Group X~~