

**General Education Committee Meeting Minutes**  
Friday, March 31, 2017

**Voting members present:** E. Brand, K. McLain, H. Koster, S. Ohl, T. Skinner

**Non-voting members present:** R. Hagerman, D. Kutz, J. Woltjen

**Guests:** none

- 1) call to order/approval of agenda (Ellen, Kim, 5/0/0)
- 2) review and approval of minutes of 3/17/2017 as amended (Ellen, Steven, 5/0/0)
- 3) old business
  - a. election of chair
    - i. Hal Koster approved (Steven, Kim, 4/0/1)
  - b. CRJ 246
    - i. vote to accept absentee ballot approved (Tim, Steven, 5/0/0)
    - ii. discussion and vote on CRJ 246 not approved (Steven, Kim, 3/3/0)
    - iii. motion to collect opinions, which will be collated by Hal and distributed (Kim, Steven, 5/0/0)
    - iv. motion to send document summary to Kerry approved (Steven, Kim, 5/0/0)
  - c. motion to discuss and amend the process/bylaws to include information sent to proposer after vote approved (Kim, Steven, 5/0/0)
- 4) new business
  - a. next meeting April 14, 2017, 3 pm
  - b. process for BIO 170
    - i. issue with special topics designation
  - c. discussion about Gen Ed website. Hal spoke with Rachel Hinton about updating website. Committee in agreement that the website needs to be revised and work should begin immediately.
  - d. Hal reviewed course catalogue and found numerous errors. D. Kutz in agreement that it does need to be updated. She explained Marty revises Acalog.
  - e. Discussion about committee work for remainder of semester—provide the campus with a greater understanding of the Gen Ed process, mission of Gen Ed, and update website to allow for ease of access of Gen Ed proposal documents.
  - f. Motion to clean up website, leaving only pertinent course proposal documents and basic information about course proposal directions on website; and to start a Google doc for committee work (Kim, Tim, 4/0/0)
- 5) meeting adjourned 4:30ish pm

Respectfully submitted,  
Ellen Brand and Kim McLain