

General Education Committee Meeting Minutes

Thursday, August 24, 2017

Voting members present: P. Evans, E. Heard, K. McLain, S. Ohl

Excused absence: E. Brand

Non-voting members present: F. Battisti, D. Berchtold

1). Meeting began at 1:35 pm. No official call to order, as no Chair has been elected.

2). **First order of business: elect a Chair.**

K. McLain is nominated. (1st S. Ohl, 2nd E. Heard)

Discussion.

Approval vote: 4/0/0

3). **Second Order of business: set a standard meeting time for the semester.**

As stated in the by-laws, the Gen Ed committee will meet on weeks opposite the Curriculum committee. Motion is made to meet every other Thursday, 3-4:30. (1st E. Heard, 2nd K. McLain)

Approval vote: 4/0/0

The first meeting of the Gen Ed committee during Fall 2017 semester will be Thursday Sept. 7 at 3-4:30, and continuing on alternating Thursdays with the exception of the end of November. Prospective meeting dates below.

Sept. 7, 21

Oct. 5, 19

Nov. 2, 16

Dec. 7, 15 (15th if necessary)

4). **3rd order of business: Elect a secretary**

Erin Heard is nominated as secretary. (1st K. McLain, 2nd S. Ohl)

Approval vote: 4/0/0

5). **Additional business:**

a). F. Battisti encourages members to attend any conferences that may be helpful

b). The Gen Ed website has been updated (www.sunybroome.edu/gened) , future agendas and minutes will be posted.

c). There are rubrics available for Gen Ed assessment help on the SUNY website.

d). There is 1 vacancy on the gen ed committee from the Liberal Arts division. K. McLain will contact Dr. Kinney to discuss.

e). Dr. Sesame Adanu will be invited to discuss assessment reporting at the next meeting.

6). Meeting adjourned 4:22 pm. (1st E. Heard, 2nd S.Ohl) (vote: 4/0/0)

Respectfully submitted, Erin Heard, Secretary