

**SUNY Broome Community College**  
**General Education Committee Minutes**

**3/7/2024**

**College Vision: Learning today, transforming tomorrow.**

SUNY Broome Mission: SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.

Institutional Values: INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY

Thursday, Mar 7, 2024 3-4:30 pm Via Zoom

Vision: LEARNING TODAY, TRANSFORMING TOMORROW

Voting Members Present: B. Dawe, A. Glenn, L. Heron, K. Moyer, G. Scarinigi, J. Tracy

Non-voting Present: J. Anderson, D. Berchtold, D. Schmidt, C. Martey-Ochola, P. Kelly, K. McLain

- I. Call to order 3:01pm
- II. Minutes from Feb. 22, 2024  
Motion to approve: G. Scaringi 2<sup>nd</sup>: B. Dawe Vote: 5, 0, 1 (abstain due to absence last meeting)
- III. Courses with Embedded/Infused learning outcomes - none
- IV. New Course Proposal - none
- V. Course Revisions
  - a. CRJ 111  
Adding in the 4<sup>th</sup> SLO specific to SUNY Broome's ILO for DEISJ. No other changes.  
No discussion or concerns. Will vote next meeting.
- VI. Deactivations – none
- VII. New Business
  - a. Created new list on Gen. Ed. Website for Infused Gen. Ed. Learning outcomes  
Added a separate list on the Gen Ed website just for courses are that are infusing Gen Ed outcomes so there is less confusion.
  - b. Committee membership starting Fall 2024

Reviewed membership – B. Dawe's 2<sup>nd</sup> term is ending Sp 24. L. Heron's first term is also up at the end of the semester, but 3-year Chair appointment actually has 1 year left.

Suggestion to make the Chair term only 1 year to help solve this problem – would be the same as the Secretary.

Do elections mid-year so shadowing can happen, if possible.

Rule that Chair can't serve in the final year of their 2<sup>nd</sup> term to ensure that the new Chair has the previous Chair's help and support.

J. Anderson will need to confirm L. Heron's second term and a call for replacement for B. Dawe (with election if multiple people volunteer).

c. Bi-Law Verbiage on Google Docs

i. Left off "Conditions of Voting membership" - letter b

Suggested for revisions:

Deans will be responsible for facilitating elections within their division. In the event that an election cannot be held due to a lack of eligible faculty within the particular division, the respective Dean will be able to appoint a member.

Make elections for Chair, Secretary beginning of Spring – also notify Deans at this point of vacancies for the next academic year.

If a voting member resigns, the Dean of the Divisions will hold a special election within 30 days...same wording as above about how to handle the situation if no election is possible.

Make the needed votes to dismiss a member to 2/3<sup>rd</sup>

Must make sure that the math makes sense once the membership numbers are finalized.

Take out last sentence about non-voting members invited – revise it to a statement that meetings are open the entire campus. Permission for non-members to speak and participate in the meeting will be given at the Chairs digression. Distinction between non-voting members and guests.

While the Get Ed Committee encourages active participation and openness for attendance of all members of the campus community, active participation is reserved for committee members, invited guests, and at the chair's discretion.

Suggestion to add a non-voting member of a librarians to formalize their invitation to meetings.

Revisiting membership numbers

2 members from each division instead of just adding 1 STEM?

HS programs have such restrictions due to accreditation that having more of a voice at the table might benefit them in what they have to do with Gen Eds in their programs.

K. McLain – stated that Gen Ed make-up was by student population and representation is important. Brought up history with BPS course getting

voted down and it taking years to become Gen Ed course due to the LA members. According to K. McLain it was directly stated at the time that the LA members did this due to fear of LA courses losing students to the BPS (according to K. McLain who stated that she was there).

There was a counter to K. McLain's statement about the history of the make-up of the committee member by someone with longer institutional history – membership based on the fact that the majority of previous Gen Ed requirements were in the Liberal Arts and therefore LA had more members due to their needed expertise.

Suggestion of an addition to mission statement that Gen Ed designations are a campus-wide designation and can be given across all disciplines.

Suggestion to possibly add an Addendum to the revised by-laws that explains why the make-up of the committee is the way that it is, once we decide on the revised membership details.

d. Gen. Ed. content SBCC website

Looked at the updated mark-up of new PDF listing of Gen Ed courses on the website that has full course name and number and a possible link to the full course description in the catalog.

Concerns last meeting about how much work would fall on the Chair's shoulders to submit a web edit form after each meeting and the need to follow up to make sure the changes are correct.

Solution suggested – giving the Chair of Gen Ed the ability to directly edit the Gen Ed website - the Chair could simply upload the PDF when it changes.

No concerns or questions – all agreed that housing the Gen Ed website on the Academic page of the school website and the Chair having the ability to update the Gen Ed website makes sense.

L. Heron has looked at other Community Colleges' websites and we appear to be ahead of the game compared with what they are doing.

e. Information Literacy

K. Moyer had a very productive meeting with HS faculty about where to best fit Info Lit into programs. Came up with a possible plan that might capture Info Lit for multiple programs and they will be discussing the options with their Division.

Email will go out soon to other program Chairs.

f. Working with Curriculum Committee to reduce time from GE to CC – looking at the paperwork to simplify it and possibly have just one form that works for both committees.

VIII. Call for New Business

At last Curriculum Committee meeting the Math department seem to have issues with the most recent infused course that came through Gen Ed. Question if L. Heron had heard anything – she did not.

C. Martey-Ochola – issue had to do with language to make clear that the course is only for students in that particular program. That issue has been successfully resolved.

IX. VI. Adjournment 4:32