

SUNY Broome Community College
General Education Committee Minutes

9/7/23

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, Sept 7, 2023 3-4:30 pm Via Zoom

Voting Members Present: H. Bartlett, B. Dawe, A. Glenn, L. Heron, K. Moyer, C. Church

Non-Voting Present: D. Berchtold, S. Gible, M. Montemagno, P. Kelly, C. Martey-Ochola, K. McLain, J. Anderson, M. Stamets

Vision: LEARNING TODAY, TRANSFORMING TOMORROW

I. Call to order **3:01pm**

II. Minutes from May 4, 2023

Motion to Approve: B. Dawe Vote: 6, 0, 0

III. New Course Proposal

a. EVE/INT 215

Interior Design and Events class. Want this to become a SUNY Gen Ed for the Arts.

Question about the benchmarks—need to know what percentage of students need to meet the benchmark.

It was noted that a lot of information is missing from the front page.

Question about who the sponsor for the source is was answered.

All the missing information will be filled in.

Will fix the course designator info on the form as well.

The Committee will vote on the course next meeting.

IV. Course Revisions – none

V. Deactivations – none

VI. New Business

a. Update in Info Lit and Niche and old Tool Kit

K. Moyer explained that the integration of Niche into Brightspace is not as smooth or as easy as expected. Due to this, the implementation of Niche will be put off until Spring '24 while the issues are resolved this fall. In the meantime, the old Info Management Toolkit has been made available to courses who need it this fall. K. Moyer will contact Program Chairs this fall to start the process of seeing where the new Niche modules will fit best in all programs across campus going forward. She will continue to update the Gen Ed Committee as she works with the TRC and the librarians to get Niche ready to use.

b. Update Years of Service List on website.

c. Want to update voting members info

- i. Lee Year 3, 1st Term
- ii. Karyn Year 1 2nd term
- iii. Henry Year 1 2nd term
- iv. Brenda Year 3 of 2nd term
- v. Andrew Year 2 1st Term
- vi. Carol Year 1 2nd Term

d. Remove content on website regarding “electronic voting” in 1 week of presentation

i. Do we want to continue with this for this semester?

No, we can go back to old method because it's a different situation this year with AOS and AAS programs coming through—most will be new courses instead of revisions.

VII. Call for New Business

a. There are other places on campus where there are links for Gen Ed course lists and the system used to be set up so that when we updated the list on Gen Ed website, it updated all the lists across the SUNY Broome website. It doesn't seem to be working this way right now--B. Dawe got an email about discrepancies this summer. There was a different process for updating this list so that it makes changes everywhere.

We should request a list of where Gen Ed shows up—possibly remove some of them.

D. Berchtold will request the list and forward that to L. Heron.

We'll discuss next meeting once we get the list from MarCom and go from there.

b. The Deans present raised the question about whether Deans need to be contacted about members whose 1st terms are up for re-appointment or vote. This would include H. Bartlett, K. Moyer, and C. Church whose 3 year term ended in May. The Deans feel that the Gen Ed committee needs to send an email to the LA and HS Deans to ask that

a call be made to see if anyone wants to serve, although all three can continue to serve. A reasonable deadline would be by Sept 29th.

Concerns from committee members were brought up regarding changing the membership at this point in time when all AOS and AAS programs still need to bring all new courses and revisions through the Gen Ed committee to meet the new SUNY requirements.

C. Church shared how long it took her to feel comfortable and up to speed on Gen Ed requirements (one full-term)—she would like to continue for a second term now that she feels comfortable with her role.

B. Dawe also expressed concern at the possibility of losing K. Moyer from the committee given her experience and the work she is currently doing on Info Lit. Given the deadline to meet SUNY's requirements, it seems to make sense to that the past practice of the committee be followed right now and members be allowed to serve a second term without the need of their Dean's approval.

Having 3 experienced members be replaced by new members right now would severely hinder the committee's ability to fulfil their role in overseeing and guiding the Gen Ed program and the revisions being made to meet SUNY's new requirements.

The Gen Ed committee will look over the by-laws to clarify the voting process to begin the official by-law revision process at our next meeting.

After the meeting, the Gen Ed Committee reviewed the by-laws and the minutes from last year. While changes to appointment of committee members was discussed, the revisions to the by-laws were not made. Therefore, the old process of Deans appointing members is still in place. The by-laws are also not clear in whether 2 terms are automatically granted if the member is willing to serve—past practice of the committee has been that second terms are automatic without need for the Dean to re-appoint members. L. Heron will contact the Deans of LA and HS to inform of these points.

Special Note: Due to a technical issue with the IT Department not updating L. Heron's Zoom license to allow for unlimited time for meetings, despite her putting in a request to IT for the extended license the day before the meeting, Zoom stopped the meeting at 3:41pm. Some members of the committee were able to log back on once L. Heron restarted the meeting, but the final part of the discussion did not include everyone listed above as being present. Dr. Kelly stepped in to contact IT about the issue and it has since been resolved.

VIII. VI. Adjournment **3:48pm**

Respectfully submitted by K. Moyer