Call to Order
Committee called the meeting to order at 3:10 p.m.

Present:

Absent:
Norman Keltner

Approval of Minutes
Minutes of November 21 meeting were approved.

New Business:

General Education Course Approval Guidelines: The meeting began with a discussion of the memo received on the day of the meeting regarding the request by the Department of Computer Science to change “terminal degree” to “graduate degree” for the Rules for Approval of Courses for Theme I. A compromise was suggested that the language is not changed but amended so that it reads:

Be taught by an instructor with a terminal degree in one of the life or physical sciences, mathematics or computer sciences and a member of the NS&M faculty or be certified (after presenting evidence of qualifications) by the NS&M General Education Committee as having sufficient expertise to teach the course.

The committee further agreed that the following items need to be submitted to the NS&M General Education committee as “evidence of qualifications:”
1. a CV of the instructor
2. a letter of support from the Department in which the instructor resides that details the qualifications

Motion to approve the new language for the Course Approval Guidelines for Theme I as shown above. All in attendance were in agreement.

Next, the course approval guidelines for Area B4 were discussed. The proposal was made to amend the current language in the same fashion as was approved for Theme I and that the same items as above need to be submitted as “evidence of qualification.”

Motion to approve that the course approval guidelines for Area B4, item 4 reads: Be taught by an instructor with a graduate degree in mathematics and is a member of the NS&M faculty or be certified (after presenting evidence of qualifications) by the NS&M General Education Committee as having sufficient expertise to teach the course and
that the same evidence of qualifications as for Theme I need to be submitted. All in attendance were in agreement.

The discussion moved next to submission by the Physics Program and the Department of Computer Science of ENGR 270/CMPS 270 and ENGR 271/CMPS 271 as new courses to be added to the catalog. The ensuing discussion and question raised made clear that the presence of Tom Meyer (or equally knowledgeable person) for clarification of different issues is required. The committee was in agreement to postpone the discussion of the proposal to the next meeting and request that Tom Meyer attend.

The next agenda item, approval of PHYS 110 for Area B1/B3 and SCI 360a/c for Theme I was also postponed to the next meeting since most committee members did not receive copies of the syllabi of these courses. This will be taken up in our next meeting on February 6, 2009.

The last item of business was the General education assessment plan. A.G. asked that Math completes the “Criterion” and “Examples of Evidence” sections of Area B4. He also promised that the numbering of Theme I courses will be updated once letter assignments are known.

Motion to adopt the Five-Year Assessment Plan for General Education document with the changes and additions indicated above. All in attendance were in agreement.

The question arose about the next step in assessment of Goal 1 and Goal 2. Goal 1 is currently assessed using the tools on record. The reports of findings are due at the beginning of the Fall 2009 Quarter. Goal 2 is due in May to be applied during next year’s Area B and Theme I courses. The committee agreed that it makes sense for those departments that teach courses in the Area B1/3 and Theme I to have a meeting of the minds and exchange ideas on assessment tools and possibly work on the development of joint assessment tools. This will be further discussed in future meetings.

Next Meeting: Friday, February 6, 2009 from 3:00 to 4:30 p.m. Room TBA.

Adjournment:
At 3:55 p.m. Gebauer moved to adjourn meeting.