

## General Education Committee Minutes

Monday, September 11, 2006, 2:00-3:00 p.m., Meadowlark

Present: Eric Asa, David Anderson, Elizabeth Birmingham, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Jae Min Jung, Margaret Lee, John Martin, Charlene Myhre, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold-McCormick

Harrold called the meeting to order and welcomed new and returning members to the committee. The first item of business was to elect a committee chair for the year. Williams moved (Martin second) to nominate Peterson, who was approved by consensus.

Harrold circulated three copies of the Advancement Section and the Assurance Section of the Consultant-Evaluator's report on reaccreditation. Individuals were invited to make copies of these or read the report on the Assessment and Accreditation website.

The Committee considered eight student petitions as presented by Ingalls.

1. Student #1 requested that his World Religion course from BSC be allowed to fulfill the Cultural Diversity requirement. The Committee approved the motion (Martin/Williams) to deny the petition until the student provides a more clear explanation of how this class meets the requirement.
2. Student #2 requested that his semester of study at the Ansal Institute of Technology in India be allowed to fulfill the Cultural Diversity requirement. The Committee approved his request (Williams/Martin).
3. Student #3 requested that one of her classes transferred to NDSU be allowed to fulfill the Cultural Diversity requirement. Because one of the classes was cultural anthropology and she provided supporting evidence for her request, the Committee approved her petition (Williams/Birmingham).
4. Student #4 requested exemption from UNIV 189 because of her age and maturity. Because she provided a strong rationale, the Committee approved her petition (Haugen/Martin).
5. Student #5 requested that his 6 credits in second year Latin (CLAS 201, 202) be allowed to fulfill his Humanities requirement. The Committee approved this petition under Rule 6 (Williams/Wold-McCormick).
6. Student #6 requested that he be allowed to use the CHEM 121 lab course with a non-corequisite lecture course to meet the Science requirement. He argued he was misadvised by Dr. Kevin Thompson, but provided no supporting statement from Thompson. The Committee denied his petition (Williams/Martin).
7. Student #7 requested that her two-credit transfer course be allowed to fulfill the Oral Communication requirement. The Committee approved her petition (Williams/Martin).
8. Student #8 requested that MATH 105 be allowed to fulfill her Quantitative Reasoning requirement. The Committee deferred action until our next meeting.

Ingalls reminded Committee members of the sensitive nature of the information contained in the student petitions and of our FERPA requirements.

The meeting adjourned at 3:00. Our next meeting is Monday, September 18 at 2:00 in the Meadowlark Room.

Respectfully submitted,

Larry Peterson

General Education Committee Meeting Minutes  
Monday, September 18, 2:00pm –3:00pm  
Meadow Lark Room, Memorial Union

Members Present: Michael Christoffers, Elizabeth Birmingham, Jae Min Jung, Eric Asa, Robyne Williams, Margaret Lee, John Martin, David Anderson, Megan Schimek, Char Myhre, Kristi Wold-McCormick, RaNelle Ingalls, Virginia Clark Johnson, Larry Peterson, Bob Harrold

Member not present: Catherine Haugen.

The Committee approved the minutes from the September 13<sup>th</sup> meeting

The Committee voted to accept the student petition deferred from last meeting (Williams/Anderson). The petition requested that MATH 105 be allowed to fulfill the Quantitative Reasoning requirement because the student had been placed into this course by the math placement exam and believed it fulfilled the general education requirements because it was numbered above MATH 104.

Subcommittees –

- Humanities, Fine Arts, Communications – Members are Christoffers, Birmingham, Anderson, and Peterson
- Science and Technology & Wellness –Martin, Myhre, Harrold, External: Lisa Montplaisir
- Social & Behavior Sciences, Quantitative Reasoning–Asa, Williams, Ingalls, Jung, Lee
- UNIV 189 –Ingalls, Haugen, Williams
- Vertical Writing: Birmingham, Wold-McCormick, External members: Brooks and Sullivan
- Formative Assessment: Student on this project in no longer available to work on this. (Called to active duty)

Peterson handed out copies of unfinished reviews of GE Courses that were not completed last year. He will draft a memo to send to Fine Arts for materials, they are two years behind. The memo will state that materials are needed by Jan 1, 2007 or the Committee will ask the Senate to revoke the GE status of the courses. Motion made by Williams, seconded by Harrold.

Peterson handed out the list of GE Courses that are up for Five Year Review this year. ENGL 342, ENGL 343, POLS 225, POLS 240 have been dropped by departments and will not need to be reviewed. The GE status of the POLS courses will end at the end of Spring semester 2006.

The Committee reviewed Unfinished Business and new business itemized on the Tentative Agenda for September 11. The Committee needs to prioritize these items for this coming year at its next meeting. Peterson noted that Harrold suggested the Committee examine its options for evaluating student petitions. Can we put on Blackboard with discussion being done ahead of time, on line? What options are available?

Next Meeting is Monday, September 25 at 2:00 in Meadowlark Room.

Respectfully submitted,  
Sue Wolter, Recorder

**General Education Committee Meeting Minutes**  
**Monday, September 25, 2:00pm-3:00pm, Meadow lark Room, Memorial Union**

Members Present: David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Jae Min Jung, Margaret Lee, John Martin, Char Myhre, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold McCormick  
Member Not Present: Eric Asa

Minutes approved from September 18<sup>th</sup>

Student petitions discussed:

Student #1 – Student petitioned to be allowed Global Perspective credit, as he is an international student. Williams/Harrold moved to approve. Motion carried.

Student #2 – Student requested Global Perspective and Cultural Diversity credits when she completes courses in England in summer 2007. Williams/Christoffers moved to approve. Committee approved as long as she enrolls in and completes the specified courses in England. Motion carried.

Student #3 – Student petitioned for Cultural Diversity credit, she is an international student from Brazil. Committee agreed that we don't need to vote on these situations. Registrar's office can handle this and inform committee.

Student #4 – Student petitioned for 2 courses transferred from Bemidji to be combined to satisfy the Wellness category. Williams/Christoffers moved to approve. The two courses in Bemidji were 2 activity courses. NDSU Wellness requires a lecture and activity. After discussion of students petition explaining the Bemidji's courses it was decided they meet the requirement. Motion passed.

Student #5 – Student amended petition. Provided explanation for how World Religion credits from Bismarck met Cultural Diversity requirement. Syllabus looks the same. Motion (Birmingham/Williams) to accept transfer passed.

Unfinished Business: Set up subcommittees to research following:

- Evaluate Committee Structure: Betsy, Larry, and Robyn will meet to define roles and duties of the committee.
- Evaluate Student Petitions more efficiently – John, Mike and Margie
- How can we assess GE student progress – Bob, Larry and Virginia

Tasks in Progress:

- Review of UNIV 189 – Kate updated committee – Information was sent to Institutional Research and Analysis for a college-by-college review and content analysis of written comments. When this is done, Bill Slanger and Carolyn Schnell will come to the Committee to discuss the results.
- Capstone courses review – Bob, Kristi, and Virginia completed review. The committee approved the report in November 2005. It has been presented to the Deans and Directors and is ready to take to the Senate. It was requested that it be put on the Oct or Nov Senate agenda to present. Michael volunteered to assist with the presentation.

**Sub-Committees Meet – October 2, 2006, 2:00pm – 3:00pm, Meadowlark Room**  
"Evaluating" Subcommittees will meet at this time; the Assessment Sub-Committee meeting will be scheduled by Bob since he and Larry are on other sub-committees.

**Next GE Meeting: October 9, 2006, 2:00pm – 3:00pm, Meadowlark Room**

Respectfully submitted,  
Sue Wolter, recorder

General Education Committee Meeting Minutes

Monday, October 9, 2006, 2:00pm-3:00pm, Meadowlark Room, Memorial Union

Members Present: Eric Asa, Michael Christoffers, Kate Haugen, RaNelle Ingalls, Jae Min Jung, John Martin, Char Myhre, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold-McCormick

Members Absent: David Anderson, Elizabeth Birmingham, Robert Harrold, Virginia Clark Johnson, Margaret Lee

1. Minutes from September 25<sup>th</sup> Robyne moved and John seconded to accept minutes.
2. Student Petitions: None
3. Agenda for Today: Approved
4. Ad Hoc Subcommittee Report on Committee Structure – Draft by Larry, Betsy and Robyne was distributed. GE committee will need to approve draft changes, and then send to the Senate Joint Policy Committee for approval before it goes to the Senate for a vote.
  - a. 1<sup>st</sup> Amend – Line 1: “tenured” faculty member. Robyne moved and (Char seconded) to accept tenured. Committee voted in favor 4 to 3 to accept change.
  - b. 2<sup>nd</sup> Amend—Line 3: “University Assessment Committee” Robyne moved (Kate seconded) to make this representative a voting member. Committee voted to accept the change.
  - c. 3<sup>rd</sup> Amend– Line 6 – “Ex-Officio representatives may vote on all matters except curriculum.” Robyne moved to accept wording in draft (Megan seconded) Committee voted to accept change.
  - d. 4<sup>th</sup> Amend to draft –Lines 4-5 “The Provost . . . Registrar” – sent back to subcommittee for redrafting to include Associate Registrar.
  - e. 5<sup>th</sup> Amend to draft—Lines 6-9 “The representative of the Provost . . . Affairs.” Tabled for next week.

**Next GE Meeting: October 16<sup>th</sup>, 2006, 2:00pm-3:00pm, Meadowlark Room.**

Respectfully Submitted,  
Sue Wolter, Recorder

General Education Committee Meeting Minutes  
Monday, October 16, 2006

Members Present: David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Kate Haugen, Margaret Lee, Jae Min Jung, John Martin, Larry Peterson, Megan Schimek

Members Absent: Eric Asa, RaNelle Ingalls, Virginia Clark Johnson, Charlene Myhre, Robyne Williams, Kristi Wold-McCormick

1. Minutes from Oct 9<sup>th</sup> meeting: Approved
2. Agenda for today: Approved
3. Student Petitions – Review next week.
4. Ad Hoc Subcommittee Report from Committee Structure - Draft

Amend Lines 6-7: The University Registrar and the Associate Registrar will serve as ex-officio members.

*Mike moved and John seconded to accept the sentence as revised. The Committee voted to approve the revision.*

Amend Lines 7-8: The Provost and Vice-President's representative will be an ex-officio representative and pending confirmation by the Committee will serve as chair.

*Kate moved and Betsy seconded to accept the sentence as revised. The Committee voted to approve the revision.*

Amend Lines 9-10: The chair must be a tenured faculty member with the rank of associate or full professor who has previous experience on the Committee.

*John moved and Maggie seconded to accept the sentence as revised. After discussion the sentence was amended to "The chair must be a tenured faculty member who has previous experience on the Committee and holds the rank of associate or full professor." Betsy moved to accept, David seconded and the Committee voted to approve the revised sentence as amended.*

Amend Line: She or he will receive appropriate release time from the Office of the Provost and Vice President for Academic Affairs.

*Kate moved and Megan seconded to accept the sentence as revised. The Committee voted to approve the revision.*

Amend Line: Ex-Officio representatives may vote on all matters except for curriculum.

*David moved and Michael seconded to accept the sentence as revised. After discussion amend wording of "curriculum" to "Student Petitions and matters of committee governance". David moved and Betsy seconded to accept new wording and the Committee voted to approve the revised sentence as amended.*

5. Larry distributed a handout from William Slanger, OIRA “Who is teaching General Education Classes for Academic Year 2005-2006.” - Note: Over 50% of SCH are taught by Grad Assistants and lecturers.

6. Ad Hoc Subcommittee Report from Student Petitions –

Receiving Student Petitions before meeting has helped speed up the process.

- a. Suggested that it would help to know history of past committee decisions and reasoning on Student Petitions, discussed starting with a word file, then formulate guidelines.
- b. Discussed using Blackboard
- c. Changes on the appeal form – David will ask in Student Government, if any students have just done a petition, did they have any difficulties and recommend any changes.
- d. Ask RaNelle if she could add to the Appeal form, the wording “If possible, please include a letter of support from Advisor, Faculty, or Department Chair”

**Next GE Meeting: October 23, 2006, 2:00-3:00pm, Meadow Lark Room**

Respectfully submitted,  
Sue Wolter, Recorder

General Education Committee Meeting Minutes  
Monday, October 23, 2006

Members Present: Eric Asa, David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, RaNelle Ingalls, Margaret Lee, John Martin, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold-McCormick

Members Absent: Catherine Haugen, Virginia Clark Johnson, Jae Min Jung, Charlene Myhre,

1. Minutes from Oct 16 – change “governing” to “governance” on Item #4.
2. Agenda for today: Approved
3. Student Petitions:

Student #1 Student petitioned for History 390 to meet Communication requirement. Bob/Betsy made motion to accept. Approved

Student #2 Student petitioned to have transfer course in art be accepted for Arts and Humanities. Robyne/John moved to accept. Approved  
Student #2 had a second petition for Wellness to be complete due to 20 years of military service. Robyne/Mike motioned to accept. Approved.  
Subcommittee on Science, Technology, and Wellness agreed to investigate the issue of military service and wellness. Kristi will forward her emails on this subject from previous discussions.

4. Ad Hoc Subcommittee Report on Committee Structure: Betsy, Larry, and Robyn. Bob moved to add “a liaison from the council of Deans” to line 6. Eric 2<sup>nd</sup>. Approved.  
Eric moved to add “In context of NDSU & its accredited organizations” to line 25. No second. Eric moved to add “and related issues” to line 27. No second.
5. Larry reported on October 18<sup>th</sup> meeting with the University Chairs.

**Next GE Meeting: October 30, 2006, 2:00-3:00pm, Meadow Lark Room**

Respectfully submitted,  
Sue Wolter, Recorder



## NDSU General Education Committee Meeting Minutes for October 30, 2006

Members Present: Eric Asa, David Anderson, Betsy Birmingham, Michael Christoffers, Robert Harrold, Virginia Clark Johnson, Jae Min Jung, Margaret Lee, John Martin, Char Myhre, Larry Peterson, Robyne Williams, Kristi Wold-McCormick.

Members Absent: Catherine Haugen, RaNelle Ingalls, Megan Schimek,

1. Minutes from October 23, 2006 meeting - approved by consensus
2. Agenda – approved with no additions or corrections
3. Ad Hoc Subcommittee Reports I
  - a. Committee Structure: Betsy, Larry, and Robyn (final reading on revised version emailed on October 23 & 25) - Motion made by John to accept revised version. David 2<sup>nd</sup>. Motion Passed to take this version to Senate.
4. Subcommittee Reports
  - a. Science and Technology & Wellness –John, Char, Bob (BIOL 150 & 150L emailed on October 9) – Bob made motion to recommended these courses for continued approval after five-year course renewal. Mike seconded. Motion Passed.
  - b. Humanities, Fine Arts, Communications – Mike, Betsy, Dave, Larry (ENGL 323 emailed on October 20) – Larry made motion to make ENGL 323: Creative Writing II, a new GE course, Betsy 2<sup>nd</sup>. Motion Passed, approved as a new GE Course.
  - c. Social & Behavior Sciences, Quantitative Reasoning–Eric, Robyne, RaNelle, Jae, Margie – Committee is examining courses which still need to be finished from last year.
5. Ad Hoc Subcommittee Reports II
  - a. UNIV 189 – RaNelle, Kate, Robyne – Committee not ready yet.
  - b. Capstone Review—Bob, Virginia, Kristi, Larry (report on meeting with University Senate on October 9 and university chairs on October 18) – Larry handed out summary of Capstone Guidelines and noted he had two suggestions for additions or corrections to the Intended General Education Outcomes for Capstone Courses Reviewed by Committee. The first was to expand point E “Effective use of the Library” to include other sources. Char suggested “Effective use of the professional literature and information resources.” The second suggestion was to add “problem solving” and “effective use of qualitative and quantitative data.” The Committee consensus seemed to be that this might fit better under examples or explanations in the guidelines distributed for capstone review. The entire Committee will discuss these guidelines at the next meeting in two weeks and then form a subcommittee to provide implementation guidelines.
  - c. Gen Ed Prerequisites – Kristi brought this to the Committee to consider this both for PHYS 211 (Math 105) and for future Vertical Writing courses outside the English Department. Kristi will have a work study student go through the General Education courses to see if there are other courses with non-GE prerequisites. Kristi also noted that the NDUS distinguishes between lower level and upper level general education requirements and that might affect the issue of prerequisites. Right now the statement on prerequisites is in the Preamble Working definition, should we put them more up front and center?
6. UND Connection: Larry reported meeting with the chair of the UND General Education Task Force, Professor Anne Kelsh about exchanging information and ideas. They both agreed that the

present GERTA agreement was potentially an obstacle to innovation. The NDUS system-wide articulation agreements seem to have similar problems.

***\*\*Invitation from Betsy to come and read English 110 and 120 students Portfolio's. From 9 to 11:30 on December 7<sup>th</sup>. Great way to see how students are doing in this GE course. Please come.*** For more info, contact Betsy.

**Next GE Meeting: November 13, 2006. 2:00-3:00pm, Meadow Lark Room**

Respectfully submitted,  
Sue Wolter, Recorder

**NDSU General Education Committee  
Meeting Minutes for November 13, 2006**

Members Present: Elizabeth Birmingham, Michael Christoffers, Robert Harrold, RaNelle Ingalls, John Martin, Char Myhre, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold-McCormick

Members Absent: Eric Asa, David Anderson, Catherine Haugen, Virginia Clark Johnson, Jae Min Jung, Margaret Lee

1. Minutes from October 30, 2006 – Change in 5c to read “Kristi brought this to Committee to consider Phys 211...”
2. Agenda – There were no additions or corrections to agenda
3. Student Petitions
  - a. Student #1 –Student petitions to accept a course taken in New Zealand to meet Global Perspective General Education requirement. Robyne moved to accept petition, Bob 2<sup>nd</sup>. Because the student provided a strong explanation of how this course fit the description for global perspectives, the motion passed.
  - b. Student #2 –Student has six credits from MSUM that do not transfer into NDSU’s, Humanities and Fine Arts or Social and Behavioral Sciences. Student is short only 1 credit in these general education categories and requests that these six credits apply for the 1 credit he needs in each area. Robyne moved to accept petition, Char 2<sup>nd</sup>. After discussion, the motion passed because MCS 202 could fit in the Social and Behavioral Sciences category and MDS 178 could fit in the Humanities and Fine Arts category.
  - c. Student #2 – Student wants to substitute BIOL 150 lab taken last year for BIOL 111 lab. Robyne moved to accept student petition, Megan 2<sup>nd</sup>. Motion passed.
4. Capstone changes – There were no additional suggestions. Larry, Robyne, and Betsy will draft forms and a packet for the five year reviews and bring back to the Committee’s next meeting.
5. General Education and Prerequisites –Kristi had a student look up pre-requisites, only a few discrepancies where Gen Ed courses may require prerequisites that are not required Gen Ed classes. After considerable discussion about the rationale for limiting prerequisites for general education courses to only other general education courses and about the differences between lower and upper division general education courses, Larry agreed to draft an exemption policy.
6. Vertical Writing Update – Betsy and Kristi working on this– The Registrar’s Office sent out a memo last year and will send out another this year in connection with the request for curriculum updates to find out what departments are planning for the new vertical writing requirement. Departments may try to have one of their existing courses approved, they may require an appropriate English department course, or they may create a new course.

7. Wellness and Basic Training Research Update – Kristi and Bob – Bob searched web, although it was not very helpful. The Coast Guard site is the best. Neil Sltz (Veterans' Affairs coordinator in her office) gave Kristi a large stack of books to look through.

**Next GE Meeting: November 27, 2006, 2:00-3:00 Meadow Lark Room**

Respectfully submitted,  
Sue Wolter, Recorder

**NDSU General Education Committee  
Meeting Minutes for November 27, 2006**

Members Present: David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, RaNelle Ingalls, Jae Min Jung, Margaret Lee, John Martin, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold McCormick

Members Absent: Eric Asa, Catherine Haugen, Virginia Clark Johnson, Char Myhre

1. **Minutes** from November 13, 2006 approved.
2. **Agenda** – No additions or corrections
3. **Student Petitions** – No
4. **Standing Committee Reports**
  - a. Science and Technology & Wellness – John, Char and Bob. Bob moved to accept report, RaNelle second. Report on Five-Year Review of HNES 270. The committee cannot recommend HNES 270 for continued approval in the Wellness category with Outcomes #2 and #7. Course does not meet requirements “from the materials received.” Subcommittee will write to the Department Chair that this is not approved. The instructor is invited to resubmit stronger evidence that the outcomes have been achieved.
  - b. Humanities, Fine Arts, Communications – Mike, Betsy, Dave, Larry – No Report
  - c. Social & Behavior Sciences, Quantitative Reasoning – Eric, Robyne, RaNelle, Jae, Margie. RaNelle moved to accept report, Robyne seconded. Report on Five-Year Review Political Science 110, Outcomes 3 and 6. RaNelle followed up on what was done since last year. They have met guidelines. Approved.
5. **Ad Hoc Subcommittee Reports**
  - a. Vertical Writing – Betsy, Kristi – They will bring draft curriculum update memo for next meeting to get approval before sending out. The Committee decided that department capstone courses should not be eligible to meet the vertical writing requirement and reaffirmed its earlier decision that GE classes should be open to all students.
  - b. Wellness and Basic Training – Bob, Kristi and RaNelle – no report, RaNelle has received ACE materials and is working on these.
  - c. Capstone Application Guidelines – Robyne, Betsy & Larry – Discussed the few changes made. The Committee agreed to change “understanding” to “exploring” ethics. The discussion on rubrics centered on the question, “What information do we want from Departments?” The Committee needs to give some guidance on what we are expecting. Should we use assessment, checklist or rubrics? Robyne and Mike will work on a sample rubric for “Applying the field” and Larry and Betsy will work on a rubric for “Writing” for the next meeting.
6. **Announcements**
  - a. Spring semester meetings will be at 4:00 on Wednesdays
  - b. Invitation from Betsy to come and read English 110 and 120 students Portfolio’s. From 9 to 11:30 on December 7<sup>th</sup>. Great way to see how students are doing in this GE course. Please come. For more info, contact Betsy.
  - c. Open forums for candidates for the Dean of Libraries on December 7 at 2:00 and December 11 at 2:30 in Century Theatre

Respectfully submitted,  
Sue Wolter

**Next Meeting: Monday, December 4<sup>th</sup>, 2006, 2:00-3:00, Meadowlark**

NDSU General Education Committee  
Meeting Minutes for December 4, 2006

Members Present: Eric Asa, David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Jae Min Jung, John Martin, Char Myhre, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold-McCormick

Member Absent: Margaret Lee

1. **Minutes** from November 27, 2006 – No additions or corrections, approved by consensus
2. **Agenda** – Approved
  - a. Blackboard – GE is on, members enrolled. Need to figure out tabs and options. Volunteers should contact Larry.
  - b. Meeting next semester – Wednesday at 4:00pm – Minard 407 is open, any other suggestions?
3. **Student Petitions:**
  - a. Student #1 – Petition to utilize Spanish 201, Cor 109, and study abroad to satisfy the Category 8: Global Perspectives. Robyne moved to accept student petition, Char Seconded. Committee Approved.
  - b. Student #2 – Petition to have 3 credits from a language course taken in Korea to apply to Humanities GE requirement. Robyne moved to accept petition and Kate 2<sup>nd</sup>. Committee Approved.
  - c. RaNelle proposed that the Registrars office may approve any 1<sup>st</sup> year language class taken abroad to satisfy the Humanities GE requirement. Robyne moved to accept this proposal, John seconded. Committee approved.
  - d. Bob proposed that the student must receive a grade of a “C” or better to accept the 1<sup>st</sup> year language class to satisfy Humanities GE requirement. If a student has lower then a “C”, the student must petition the committee. Robert made motion, Char 2<sup>nd</sup>, Committee approved.
4. **Standing Committee Reports:**
  - a. **Science, Technology & Wellness** – John, Char, Bob
    1. HNES 270 – waiting on response to letter
    2. CHEM 117, 117L, 121, 122L – The subcommittee will send a letter to follow up on their outcomes, request more information.
    3. ENT 210, GEOL 105, GEOL 105L, GEOL 106, GEOL 106L, LA 322, PHYS 110. Letters were sent to request more materials 1 year ago. No response. Larry will email

committee copy of letter we currently send when departments are overdue in submitting course renewal materials. A copy also goes to the Dean of the college. After the Committee reviews it, Larry will send a letter requesting more information.

- b. **Capstone Application Guidelines** – Robyne, Betsy & Larry
  1. Larry handed out Rubrics information from Mary Allen's book, Assessing General Education Programs, to look over
  2. On Template under #3 – Include the language – "Don't need to access all 10." Purposes (at least one of four)

5. **General Education and pre-requisites:**

- a. Larry drafted the following to be added to Working Definitions Preamble:

-Courses should have no pre-requisites. The only prerequisites for general education courses must be other general education courses unless the General Education committee specifically approves an exemption due to the essential knowledge required for students in the course.

David made motion to accept this language. Char 2<sup>nd</sup>. Committee approved. Larry will send letter to departments for the following classes that have prerequisites that are not GE courses: MATH 104, MATH 146, MATH 165, STAT 330, CHEM 117L, CHEM 121L, PHYS 211L about this new addition.

6. **UNIV 189** – RaNelle, Kate, Robyne – very close to summarizing results of Survey. Would like to present to committee in January.
7. **Vertical Writing** – Kristi, RaNelle, Betsy – Are drafting memo, letter and brochure to send out to departments for curriculum updates, should have ready by next meeting.
8. **Megan Schimek** is leaving to student teach in Pine City, Minnesota. This is her last meeting. The Committee wishes her luck and will miss her.

Next meeting: January 10<sup>th</sup>, Wednesday, 4:00 to 5:00pm

Place: Not determined (possibly Minard 407)

General Education Meeting  
January 10, 2007

Members Present, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, RaNelle Ingalls, Virginia Clark Johnson, Jae Min Jung, Margaret Lee, John Martin, Char Myhre, Larry Peterson, Robyne Williams, Kristi Wold-McCormick

Members Absent: Eric Asa, David Anderson, Catherine Haugen

1. **Minutes** approved with one change, POLS 110 to PHYS 110
2. **Agenda** approved.
3. **Student Petitions:** None. RaNelle has Four International Student Petitions for Cultural Diversity, she will check and approve for committee.
4. **Five Year Course Reviews** distributed:

CDFS 135	Introduction to Family Science	B
CLAS 101	First Year Latin I	A
CLAS 151	First Year Greek I	A
COMM 112	Understanding Media and Social Change	B
COMM 114	Human Communication	B
ECON 105	Elements of Economics	B
ECON 201	Principles of Microeconomics	B
ECON 202	Principles of Macroeconomics	B
MUSC 115	University Chorus	A
MUSC 306	Concert Choir	A
SOIL 217	Introduction to Meteorology and Climatology	St
THEA 161	Acting I	A

**Five Year Course Reviews** distributed electronically

ART 130	Drawing I	01/08/07	A
H&CE 341	Leadership and Presentation Techniques	12/04/06	B
HIST 135	Race in U.S. History	01/08/07	A
HNES 111	Wellness	12/11/06	W
HPER 217	Personal & Community Health	12/11/06	W
HPER 100	Concepts of Fitness and Activity	12/11/06	W
PHYS 212	College Physics II	01/08/07	Sp
PHYS 212L	College Physics II Lab	01/08/07	Sp
THEA 110	Introduction to Theatre	01/08/07	A

5. **Standing Committee Reports:** None

6. **Ad Hoc Subcommittee Reports**

✧ **Memo** to be sent to Department chair and instructor. Discussion and changes made as follows:

Please consider this a second reminder. On \_\_\_\_? \_\_\_\_ Dr. Robert Harrold sent you a memo on behalf of the Science and Technology Subcommittee of the General Education Committee noting that



the above course would not be recommended as approved for its five year review until a syllabus containing an approved General Education statement was received [emphasis in original]. The General Education Committee members know how busy department chairs and faculty are and how even very important tasks must be set aside at times. We also realize that deletion of this course from the list of those approved for General Education would negatively impact our students by reducing the list of available General Education courses. However, if the required materials are not received for this course by March 23, the Committee has no other choice but to recommend its deletion from the list of approved general education courses to the University Senate.

Please send email to [Larry.R.Peterson@ndsu.edu](mailto:Larry.R.Peterson@ndsu.edu) or phone message 1-8824 to Larry Peterson that you have received this memo and how you plan to respond.

**Memo sent to the following overdue five year review courses.** (Overdue by one to two years)

ENT 210--rubrics need to identify multiple examples of how outcomes are met over the semester  
GEOL 105--rubrics not completed, not enough examples, syllabus does not meet GE or Academic Affairs standards

GEOL 105L -rubrics not completed, not enough examples, syllabus does not meet GE or Academic Affairs standards

GEOL 106-rubrics not completed, not enough examples, syllabus does not meet GE or Academic Affairs standards

GEOL 106L-rubrics not completed, not enough examples, syllabus does not meet GE or Academic Affairs standards

LA 322 (This course is listed in the minutes, but I can't find information about it in the material I received from Bob H.)

PHYS 110 --missing syllabus with GE statement (course misidentified as POLS 110 in minutes)

✧ **Vertical Writing** – Betsy and Kristi

Reviewed Sample Brochure that will be sent explaining the new GE writing requirements passed by the University Senate. Will be sent with request for Curricular Updates, fact sheets, curriculum guides, etc .Discussed and made changes.

**Meeting Adjourned at 5:00pm**

**Next GE Committee meeting will be January 24, 2007.**

Committee will meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month at 4:00pm in the SSC conference room.

Respectfully submitted,

Sue Wolter, Recorder

NDSU General Education Committee  
Meeting Minutes for January 24, 2007

Members Present: Eric Asa, David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Jae Min Jung, Margaret Lee, John Martin, Char Myhre, Larry Peterson, Megan Schimek, Robyne Williams, Kristi Wold-McCormick. Members Absent: None

1. Minutes from January 10, 2007 – Approved

2. Agenda – Approve

- January 31<sup>st</sup> meeting update
- Delinquent course letters - Larry has sent out

3. Student Petitions

- a. Student #1 Transfer student from MSUM took 2 science classes, which did not offer co-req labs. To fulfill NDSU science credits is currently taking biology 150L and would like to substitute this class for science lab requirements. Bob moved to accept petition, Robyne 2<sup>nd</sup>, Committee discussed and approved petition.
- b. Student #2 Needs a Cultural Diversity class to meet GE requirements, took a class at MSUM and would like this class to meet GE requirements. Robyne moved to accept petition, Char 2<sup>nd</sup>. Committee reviewed syllabus, discussed and voted. 6 in favor, 4 opposed. Petition passed.
- c. Student #3 would like to be exempt from Wellness Gen Ed. Has one credit to transfer from another school. Wellness Gen Ed requires two. Bob moved to accept petition, Char 2<sup>nd</sup>, Committee discussed and voted to deny petition.

4. Standing Committee Reports

The Humanities, Fine Arts, Communications Subcommittee reported that they did not recommend PHIL 215: Contemporary Moral Issues for the Diversity Category until the following issues were addressed:

1) The catalogue description for the course, the syllabus, the student activities (exams, etc.) and the application materials need to clearly and explicitly address issues of cultural diversity. In the application material, this just seemed added on rather than integrated into the course.

2) The course readings need to offer more variety in terms of their perspectives, i.e., more non-white, non-Western male examples.

There were no reports from the other subcommittees.

5. Ad Hoc Subcommittee Reports

- a. UNIV 189– RaNelle, Kate, Robyne. Kate gave update, meeting next Wednesday to go over results of survey. Bringing in people who analyzed survey.
- b. Vertical Writing – Betsy, Kristi – Presenting to Dean’s tomorrow, Chairs in February, sent out curriculum revision forms and brochure last week.
- c. Wellness and Basic Training – Bob and Kristi – no update

- d. Formative Assessment – Eric, Betsy, David, Jeff Gerst, Larry – no update
6. GE Website – Larry noted that the examples of 5 year reviews are outdated, they do not show rubrics, would like permission to pull. Committee approved. As committees continue with 5 year reviews, they should note good examples to put on web page.
7. Meetings – *\*please note changes* – Change meeting dates from 2<sup>nd</sup> and 4<sup>th</sup> Wednesday's to 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays. Also a room change due to size, Nelson 104 has been reserved for Spring. (possible to use EML 378, let Larry know if Nelson 104 does not work for you)

**\*Next Meeting – Wednesday, January 31<sup>st</sup>, 4 to 5 pm in Nelson 104,  
(possible to use EML 378), this meeting is to hear results of UNIV 189 survey.**

Respectfully submitted, Sue Wolter

NDSU General Education Committee  
Special Meeting Minutes for January 31, 2007

Members Present: David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, Char Myhre, Larry Peterson, Robyne Williams, Kristi Wold-McCormick.

Members Absent: Eric Asa, Jae Min Jung, and John Martin

1. Ad Hoc Subcommittee Report

UNIV 189 Survey– RaNelle, Kate, Robyne.

Results of survey. Presented by Bill Slanger, Director of Institutional Research & Analysis, Samudra Kugel, Grad Student with Institute, Carolyn Schnell, Director of University Studies, and Student President Dante Miller.

History – Three years ago Provost asked committee to look at UNIV 189. The GE Ad Hoc Subcommittee (RaNelle, Kate and Robyne) used the GDC to create an online survey for students with a series of questions about UNIV 189 and three open-ended questions asking about – 1) The most useful part of the course; 2) The least useful part of the course; and 3) The one most important improvement that could be made for this course.

Response to Survey - 1,224 responded, with 88, 85 and 79% making comments on the three open-ended questions. The responses were uniform across classes; sophomores, juniors and seniors scored the items pretty much the same.

Brief Summary –

- Students want to keep the course. It is important, but they want more depth.
- Students want the course content at a higher level, to be more academically rigorous. They want to get even more out of this course such as exploring majors
- Students who had some college experience (either as transfer students or dual enrollment in high school) saw less need for the study skills
- Segment (or tailor) the course content by college – (This has happened since survey)
- There are statistically significant differences among the colleges on the individual questions on the survey.
- Have more on-line modules and replace text
- Have three or fewer instructors who teach UNIV 189 year in and year out for each college
- Keep library aspect for all sections
- Separate sections for transfer and non-traditional students

Committee Discussion:

- What does academic rigor mean in this course? How can we develop rigor of class? Some colleges seem to be successful and others received lower satisfaction. We do have models and we need to learn from them to improve.
- Option – Set up a task force with 1 or 2 liaisons from GE group (Char), Carolyn Schnell, student(s), and representatives who teach the course from each college to look over all data.
- Larry will attend Dean's Meeting February 8<sup>th</sup>, to present a brief summary of survey and to ask each Dean to appoint a task force member.

**Next Meeting:** Wednesday, February 7, 2007, 4:00 pm, C.I.Nelson Building, Room 104

Respectfully submitted,  
Sue Wolter

NDSU General Education Committee Minutes  
Wednesday, February 7, 2007

Members Present: Elizabeth Birmingham, Robert Harrold, Jae Min Jung, Margaret Lee, John Martin, Char Myhre, Larry Peterson, Robyne Williams, Kristi Wold-McCormick Members Absent: Eric Asa, David Anderson, Michael Christoffers, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson.

- 1) Minutes from January 24 and January 31, 2007 - Approved
- 2) Agenda for today - Approved
- 3) Student Petitions –
  - a) Student #1 – Appeal Request – Transfer credits in American Sign Language studies from University of Minn, Duluth be considered a Humanities Gen Ed Course. Robyne moved to accept petition, Betsy 2<sup>nd</sup>. Petition approved.
  - b) Student #1 – 2<sup>nd</sup> Appeal Request – Transfer credits in American Sign Language studies from University of Minn, Duluth be considered as a GE Diversity Course. Robyne moved to accept petition, Betsy 2<sup>nd</sup>. Committee requested ASL course syllabus before vote.
- 4) Standing Committee Reports – None
- 5) Ad Hoc Subcommittee Reports
  - a) GE and Assessment –
    - i) Larry requested from committee 5-year reviews with rubrics to put up on web as examples.
    - ii) Assessment of General Education: The UAC is currently conducting this process. Should the GEC take over this responsibility? If so, how should we organize it? We discussed incorporating assessment into the five year reviews or courses or into the annual assessment reports. Bob suggested the latter with a three year rotation of the outcomes for all departments (e.g. 1&2, 3&4, 5&6). Larry asked committee to consider the following questions for future discussion - How do we make assessment of general education more effective? Who is responsible? What should be the cycle for assessment? Should assessment reports be done – every year, 3 years or 5 years? Should the assessment be by outcomes across courses or by courses? What do we do with information, the process and feedback to make it meaningful?
  - b) UNIV 189 –RaNelle, Kate, Robyne (This committee is done)
  - c) Vertical Writing--Betsy, Kristi - Kristi reported that curriculum revisions have been coming in.
    - i) Listings of pre-req restrictions on certain courses
    - ii) Departments need to specify in written curriculum the Majors required upper level writing courses
    - iii) The new materials are on the websites for GE and the Center for Writers.

Respectfully submitted,  
Sue Wolter

**Next Meeting: Wednesday, February 21, 2007, 4:00 to 5:00 pm, Nelson 104**

NDSU General Education Committee Minutes  
Wednesday, February 21, 2007

Members Present: David Anderson, Elizabeth Birmingham, Robert Harrold, RaNelle Ingalls, Virginia Clark Johnson, John Martin, Char Myhre, Larry Peterson, Robyne Williams,

Members Absent: Eric Asa, Michael Christoffers, Cierra Grondahl, Catherine Haugen, Jae Min Jung, Margaret Lee, Kristi Wold-McCormick

1) Minutes from February 7, 2007 – Approved

2) Agenda for today – Approved

3) Student Petitions:

- Student #1 – Student was supposed to graduate Spring 2006 semester, but didn't because failed BIOL150. Student has enough credits to graduate. Student moved out west due to job and could not repeat BIOL150 at NDSU. The student repeated class online from NDSU and passed. Because BIOL 150 is a Common Course Number and because an NDSU staff member told the student that he could take the online course, the student believed it would meet the requirement. Student petition is for this class to meet requirements so that he can graduate. NDSU has policy that if you can only repeat a course from NDSU. Robyne moved to accept petition, Char 2<sup>nd</sup>. Committee approved petition.
- Student #2 – Student requested a 3 credit American Sign Language course from University of Minnesota, Duluth be used to fulfill GE requirement for Humanities/Fine Arts. Robyne moved to accept petition, Char 2<sup>nd</sup>. Committee approved. Larry asked committee if Registrar's office could accept other student petitions with a 3 credit American Sign Language course be acceptable for fulfilling GE Humanities requirement. Committee approved.

4) Standing Committee Reports

- Science and Technology, Wellness – John, Char, Bob – Subcommittee recommends that HNES 250 and HPER 100 should be returned to the instructors for more information. Bob moved to accepted report, David seconded. Committee approved, motion passed.
- Humanities, Fine Arts, Communications – Mike, Betsy, Dave, Larry – Subcommittee recommends that THEA 161 should be recommended to University Senate for 5 year renewal. Larry moved to accept, Bob 2<sup>nd</sup>, Committee approved, motion passed. Subcommittee recommends MUSC 115 AND MUSC 306, CLAS 101 AND CLAS 151 should be returned to instructors for more information. Larry moved to accept motion, David 2<sup>nd</sup>, committee approved, motion passed.
- Social & Behavioral Sciences, Quantitative Reasoning–Eric, Robyne, RaNelle, Jae, Margie  
No report

5) Ad Hoc Subcommittee Reports

- UNIV 189 –Task Force Members (as of 02/16/07)
  - GEC Char Myhre, Facilitator
  - Ex Officio Carolyn Schnell
  - Orientation Jackie Schluchter
  - Student Kristen Aas
  - Student Oladotun Obadina
  - AFSNR Brenda Deckard
  - AHSS Linda Fricker

BUSAD	Susan Council
E&A	Gary Smith
HD&E	Nancy Kaler
PHNAS	Maggie Lee
S&M	Kevin McCaul

\*Larry will draft a charge for committee to look over before giving to UNIV 189 group.

- Vertical Writing--Betsy, Kristi, Larry
  - Report on meetings with Deans and Department Chairs/Heads –No serious questions or concerns.
  - Question about writing course pre-requisites: Can it be a certain number of credits in the major? Committee discussed and tabled for future discussion.

Respectfully submitted,  
Sue Wolter

**Next Meeting: Wednesday, March 7, 2007, 4:00 to 5:00 pm, Nelson 104**

## **General Education Committee**

### **Minutes**

**March 7, 2007**

**4:00-5:00 p.m. - Nelson 104**

Members in attendance: David Anderson, Elizabeth Birmingham, Michael Christoffers, Cierra Grondahl Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, John Martin, Charlene Myhre, Larry Peterson, Robyne Williams

Not in attendance: Eric Asa, Jae Min Jung, Margaret Lee, Kristi Wold-McCormick

1. Minutes from February 21 were approved as emailed February 23, 2007.
2. Dr. Peterson asked for approved of the agenda and this was unanimously approved.
3. Dr. Peterson introduced Cierra Grondahl who is the new student representative.
4. There were no student petitions to be considered at this meeting.
5. The Committee agreed to send the first reminder for course reviews which were due in December and not received. The letter will be sent out before Spring break. The first reminder letter will be sent to the department chair and will not be cc'd to the Deans at this point. Dr. Peterson will get these reminders out.

#### 6. Standing Committee Reports on course reviews:

Science and Technology, Wellness - This group met last Wednesday. The subcommittee will request amplification and additional information on HNES 111 and HPER 217. The committee approved this report unanimously.

Humanities, Fine Arts, Communications - Larry Peterson distributed a summary from this subcommittee. Three courses have been distributed electronically. HIST 271 requires revision of the syllabus as the syllabus does not explain how student activities address the general education outcomes and it also needs course credits. THEA 110 also needs the syllabus revised to comply with the General Education guidelines. ART 130 needs the syllabus revised and needs to provide evidence that students have the opportunity to revise their work. Once these revisions have been received, the courses will be presented to the Committee for approval. The report was unanimously accepted by the group.

Social and Behavioral Sciences, Quantitative Reasoning - RaNelle had no report from her group but will continue to work with them.



7. Ad Hoc Subcommittee Reports:

Dr. Peterson had previously sent out a draft version of the charge for the UNIV 189 task Force on 3/5/07. The committee suggested minor changes which are:

"Consider way to tailor the courses to meet the needs of particular groups of students, e.g., older than average, undecided, students with previous college experience, and transfer students." To be changed to "Consider ways to tailor the course or provide other alternatives to meet the needs of particular groups of students, e.g., older than average, undecided, students with previous college experience, and transfer students." Another change was suggested to "Examine to what extent parts of the course could be folded into orientation or offered as online modules." To become "Examine to what extent parts of the course could be folded into orientation, offered as online modules, etc."

8. Dr. Peterson gave a report to the group concerning the recent AACU Conference on General Education and Assessment which he attended in Miami March 1-3. He felt this was an excellent meeting and he will recommend to Dr. Schnell that more funding be provided for more people to attend meetings such as this. He distributed a handout containing several suggested books to read on assessment and speakers who were at the conference or who are excellent assessment resources.

He also suggested that perhaps a meeting be put together with other North Dakota campuses to look at assessment of General Education.

Bob Harrold mentioned the National Chamber of Commerce Report, the Nation's Report Card, and a previously noted report about liberal education which was available on line.

9. There was no new business and the meeting was adjourned.

General Education Committee  
Wednesday March 21, 2007, 4:00-5:00 p.m., Nelson 104

Members Present: Eric Asa, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Jae Min Jung, Margaret Lee, John Martin, Charlene Myhre, Larry Peterson, Robyne Williams, Kristi Wold-McCormick  
Members Absent: David Anderson, Elizabeth Birmingham, Cierra Grondahl, Virginia Clark Johnson

1. Minutes from March 7, 2007 - approved.
2. Agenda for today - approved
3. Student petition(s):
  - Student #1 – Motion made by Michael to accept petition, 2<sup>nd</sup> by Char. Student petitions committee to accept AMCS 233 from MSUM toward NDSU Humanities/Fine Arts categories. This course is usually transferred as diversity instead of Humanities. Committee approved.
4. Standing Committee Reports on five-year course reviews:
  - Science and Technology, Wellness –John, Char, Bob
    1. HNES 111 – Subcommittee requests resubmission of material, focusing on fewer outcomes and clarifying the connections between course materials and outcomes and the evidence provided by student work.
    2. HPER 217 – Subcommittee requests resubmission of material, focusing on fewer outcomes and clarifying the connections between course materials and outcomes and the evidence provided by student work.
    3. PHYS 212 – Subcommittee requests revised syllabus to meet standards from Academic Affairs and General Education.
    4. PHYS 212L – Subcommittee requests revised syllabus to meet standards from Academic Affairs and General Education.
    5. PHYS 110 – Subcommittee recommends committee approve five year renewal.
    6. Harrold moved and Myrhe seconded that the committee accept the subcommittee's report. Full committee voted and approved.
  - Humanities, Fine Arts, Communications – Mike, Betsy, Dave, Larry – no reports
  - Social & Behavioral Sciences, Quantitative Reasoning–Eric, Robyne, RaNelle, Jae, Maggie – No reports
5. Kristi asked for consistencies from committees on final versions of five-year course reviews. Please include any additional material submitted just to the subcommittee, as well as dates, and full course description.
6. Ad Hoc Subcommittee Reports
  - Upper Division Writing – Kristi, Betsy and Larry met with Kevin Brooks and the following are questions for committee to discuss:
    - Should junior status be required for these courses?

1. Larry moved for Junior status for upper division writing, Robyne 2<sup>nd</sup>. Committee discussed. Robyn moved to table until Betsy returns
  - If disciplinary knowledge is necessary for these courses and there are not specific course pre-requisites, how should we deal with that? Can we urge (require?) instructors to inform students on the syllabus and urge them to inform students in the first week of class?
    1. Larry moved to open discussion, Bob 2<sup>nd</sup>. Students should know if discipline knowledge is necessary or they may not succeed in class. Committee voted to add a line on GE syllabus template and add to course descriptions. Approved.
  - UNIV 189 –Task Force – committee has not been able to meet
7. GE Blackboard Organization – Larry will add the following:
- Student Petitions (guests cannot enter)
  - Courses that have been reviewed this year.
8. New Business
- Overdue courses ENT 210 and ART 124, have asked for extension until May. Committee approved.
  - Margaret thanked committee for card.

Respectfully submitted,

Sue Wolter, Secretary

General Education Committee  
Wednesday April 4, 2007, 4:00-5:00 p.m., Nelson 104

Members Present: Eric Asa, David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Margaret Lee, John Martin, Larry Peterson, Robyne Williams, Kristi Wold-McCormick  
Members Absent: Cierra Grondahl, Virginia Clark Johnson, Jae Min Jung, Charlene Myhre

1. Minutes from March 21, 2007 - approved.
2. Agenda for today - approved
3. Student petition(s):
  - Student #1 – Student requests course 1525 taken from Vermillion CC be accepted as meeting the Cultural Diversity requirement. The course transferred as NDSU ANTH 206, which is not a general education course. Robyne moved to accept petition with the provision that this did not set a precedent and Michael seconded. Committee approved petition.
  - Student #2 – Student requests 8 AP Physics B exam credits be accepted toward GE Science and Technology category. Student provided extensive documentation of the similarities between AP Physics B and NDSU Physics 120 & 120L. Robyne moved to accept petition, Michael seconded. Robyne moved to accept 4 credits for GE classes PHYS 120 and 120L with 4 credits for free elective. Committee voted and approved. Betsy moved and Kate seconded to accept the 4 credits free elective be accepted for Physics and General Education. Committee approved motion.
4. Standing Committee Reports
  - Science and Technology, Wellness – John, Char, Bob – No report
  - Humanities, Fine Arts, Communications – Mike, Betsy, Dave, Larry – No report
  - Social Behavioral Sciences, Quantitative Reasoning – Eric, Robyne, RaNelle, Jae, Maggie – Report next week
5. Ad Hoc Subcommittee Reports
  - Upper Division Writing – Committee had tabled discussion on whether junior status should be required for these courses. Discussion opened with the logic for upper division writing courses being required for students with junior status.
    - Students are to write about the content in their majors, but it is difficult because they have not taken many courses in their majors until they are juniors. There can be a difference in cognitive development, sophistication, and career goals between sophomores and juniors.Robyne moved a student must acquire junior status for all courses that meet the Upper Level Writing Requirement, David Second. Committee approved.
  - Univ 189 Task Force – will be meeting next Tuesday at 10:00
6. New Business
  - Larry distributed copies of the five year review materials for LA 322: History of Landscape Architecture. This course was originally due in December 2004, but the department requested an extension due to the sudden death of Dennis Colliton.
  - Larry has put a folder on blackboard for petitions. Guests will not be allowed to enter that folder. Larry will also change everyone's status on Blackboard to "leader" so

everyone can post materials. Kristi requested posting materials there posted for historical reasons.

- Larry reminded committee members that we have just one meeting left (April 18) to submit course recommendations to the University Senate.

**Next Meeting: Wednesday, April 18<sup>th</sup>, 2007, 4:00-5:00 p.m. Nelson 104**

Respectfully submitted,

Sue Wolter

General Education Committee  
Wednesday April 18, 2007, 4:00-5:00 p.m., Nelson 104

Members Present: Eric Asa, , Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Jae Min Jung, Margaret Lee, Charlene Myhre, John Martin, Larry Peterson, Robyne Williams, Kristi Wold-McCormick

Members Absent: David Anderson, Cierra Grondahl,

1. Minutes from April 4, 2007 - approved.
2. Agenda for today - approved
3. Standing Committee Reports on course reviews
  - Science and Technology, Wellness – John, Char, Bob – Subcommittee recommended GEOL 106, 106L for continued approval with outcomes 3,5,6 in Physical Science and Global Perspectives. Bob moved to accept motion, Char 2<sup>nd</sup>. Committee voted and approved.
  - Humanities, Fine Arts and Communication – Mike, Betsy, Dave, Larry – Subcommittee recommends ENGL 320, ENGL 325, ENGL 357 and ENGL 459 be recommended to University Senate as new General Education courses with outcomes 1 and 6. Larry made motion to accept, Bob 2<sup>nd</sup>, Committee voted and approved. Subcommittee recommended HIST 135 should be recommended for five year renewal as General Education course with outcomes 3 and 6. Larry made motion to accept, Kate 2<sup>nd</sup>, committee voted and approved. Subcommittee recommended LA 322 should be recommended to University Senate for five year renewal as a General Education course with the provision that Outcome 3 must be dropped unless further evidence provided. Larry moved to accept motion, Robyne 2<sup>nd</sup>, Committee voted and approved.
  - Social and Behavior Sciences, Quantitative Reasoning – Eric, Robyne, RaNelle, Jae, Maggie – Subcommittee recommended ECON 105, ECON 201, ECON 202 with outcomes 3 and 6, COMM 114 with outcomes 3 and 4, provided that all three courses make appropriate revisions in their syllabi. RaNelle made motion to accept recommendation, Robyne 2<sup>nd</sup>, Committee voted and approved.
4. Ad Hoc Subcommittee Report from UNIV 189 Task Force – Char gave update on meeting last Tuesday, April 17. Larry attended meeting and gave committee the charge. Dr. Carolyn Schnell will report on research and on current national trends among first year experience courses at their next meeting. They will be breaking into subgroups to analyze the survey data on Blackboard. Dean McCaul questioned why there are not any tenure track faculty on committee. There are two deans on committee, Larry will contact them and see if one would like to step down and appoint a tenure track faculty. General Education Committee feels it is more important to have someone who teaches the course rather than a tenured track faculty. Tuesday, May 1<sup>st</sup> is the next meeting.

5. Student petition(s):
  - Student #1 – Student requested that 1 credit from an Aerobics course taken in Ridgewater be counted for 1 credit Wellness. The course transferred in as HNES 112. Our Wellness requires two of four topics to be met. (Physical Activity, Psychological Development, Nutrition, or Emotional Well-being) Reviewed syllabus from Aerobics Course. Robyne moved to accept petition, Char 2<sup>nd</sup>. Committee voted to reject the petition because the course did not meet two of the four areas.
  - Student #2 – Student petitioned to substitute ENGL 330 for 3 credits in the written Communications requirement. Robyne moved to reject the petition and Bob seconded. A majority of the Committee voted not to reject the petition. Michael moved to accept petition, Char 2<sup>nd</sup>. Committee voted to approve the petition with two members voting no.
6. Committee will need to meet once more before summer break,
  - Student petitions to review, please check blackboard
  - PHIL 215 (incomplete report from subcommittee at today's meeting)
  - MUSIC 100 to review

**Next Meeting: Wednesday, April 25<sup>h</sup>, 2007, 4:00-5:00 p.m. Nelson 104**

Respectfully submitted,

Sue Wolter

General Education Committee  
Wednesday, May 2, 2007, 4:00-5:00 p.m., Nelson 104

Members Present: David Anderson, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Margaret Lee, John Martin, Charlene Myhre, Larry Peterson, Robyne Williams, Kristi Wold-McCormick

Members Absent: David Anderson, Eric Asa, Cierra Grondahl, Virginia Clark Johnson, Jae Min Jung

1. The minutes from April 18, 2007 were corrected to note that Margaret Lee was not present and were then approved.
2. Agenda for today – approved
3. Student Petitions:
  - Student #1 – Student transferred from Concordia and is two credits short in the Communication category because student was exempt from first semester of communication requirement at Concordia. Student has also taken the equivalent of nine credits in literature courses. Robyne moved to accept petition, Betsy seconded, and the committee voted to approve student petition.
  - Student #2—Returning student petitioned to waive one credit of Wellness requirement because student had one credit in an activity course. Robyne moved to reject the petition, Bob seconded, and the committee voted to reject the petition and recommend the student take a one-credit independent study to meet the other aspects of the Wellness requirement.
  - Student #2—Returning student petitioned to substitute extensive experience with international companies for the Global Perspectives requirement. Robyne moved to accept petition, Kate seconded, and the committee voted to approve student petition.
  - Student #2—Returning student petitioned to substitute an excess of credits in the Social and Behavioral Sciences category for credits in Humanities and Fine Arts. Robyne moved to reject the petition, Char seconded, and the committee voted to reject the petition.
  - Student #3—Transfer student petitioned to meet Wellness requirement through a combination of an activity course and a course that transferred in as SOC 417: Sociology of the Family. Robyne moved to accept petition, John seconded, and the committee voted to approve student petition.
4. Standing Committee Reports on course reviews: No reports
5. Committee membership for next year and election of committee chair: All committee members except Robyn are apparently returning next year! Robyne moved to nominate Larry to continue as chair of the committee. John seconded and the committee approved the motion.
6. The Committee reviewed the suggested revisions on application materials which Larry emailed 04/25/07 and distributed at last meeting. Bob moved to accept the changes, Robyne seconded, and the committee approved the motion.

**Next Committee Meeting: Next Fall**

Respectfully submitted,  
Larry Peterson



General Education Committee Meeting Minutes  
 Wednesday, July 25, 2007, 11:00 am-12:00pm, Badlands Room, Memorial Union

Members Present: Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, John Martin, Charlene Myhre, Larry Peterson, Kristi Wold-McCormick

Members Absent: Eric Asa, David Anderson, Cierra Grondahl

1. Minutes approved from May 2, 2007 meeting
2. Agenda for today - approved
3. Course Reviews – Revised and New Materials distributed to appropriate sub committee members as follows:

Course Reviews for Revised Materials:

Course No.	Category	Course Title	Current Outcomes	Approved	5-Yr
COMM 112	B	Understanding Media and Social Change	1, 3, 6	Spr 02	
COMM 114	B	Human Communication	3, 4	Spr 02	
ENT 210	S(n)	Insects, Humans, & the Environment	2, 3, 5	06/24/94	
HNES 250	W	Nutrition Science	2, 5, 6	Spr 95	Spr 02

Course Reviews for New Materials

Course No.	Category	Course Title	Current Outcomes	Approved	5-Yr
ENGR 312	B, G	Impact of Technology on Society II	3, 6	Fall 94	Spr 02

4. Eleven Students Petitioned the committee:

Student	GE Category	Petition	Motion to accept petition & seconded by	Committee Decision
1	Wellness	Petition to substitute UND Nursing 400: Health Advocacy for NDSU GE 2 credit Wellness class.	Martin/Haugen	Approved petition
2	Cultural Diversity	Petition to substitute UMM (Morris) ANTH 1111: Intro to Cultural Anthropology for NDSU GE Cultural Diversity requirement.	Christoffers/Myhre	Approved petition
3	Cultural Diversity and Global Perspectives	Petition for student experience of studying abroad in Sweden for a full academic year fulfills requirements for GE Cultural Diversity and Global Perspectives.	Harrold/Haugen	Approved petition. A Motion made by Wold-McCormick to accept 1 semester abroad will cover Cultural Diversity and 2 semesters study abroad will cover both Cultural Diversity and Global Perspectives. Approved motion.
4	Humanities	Petition to accept MSUM PHIL 120: World Religions as Humanities credit because it is	Birmingham/Lee	Approved petition

		similar to NDSU RELS 100: Introduction to Religion.		
5	Humanities	Petition for CLEP Examination: Intro to World Religions by Air Force be honored as a GE Humanity Requirement	Haugen/Martin	Approved
6	Cultural Diversity and Global Perspectives	Petition to substitute 6 credits of Arabic Culture for Global Perspectives and Cultural Diversity GE credits. Student deployed to Iraq for 1 yr with Army and 11/2 years studying Arabic language.	Martin/Harrold	Approved
7	Wellness	Waive 2 credit Category 6 Wellness requirement. Reason - 21 year career as registered nurse in critical care. Responsibilities include wellness education for patients and families regarding nutrition, physical activity and community health.	Haugen/Lee	Approved
8	Science	Petition to substitute Biology 150L for Biology 111L.	Harrold/Myhre	Approved
9	Communication	Petition to accept CLEP Examination - General English Composition with Essay for NDSU English 110. Student already completed ENGL 120 with a grade of "A."	Birmingham/Harrold	Approved
10	Cultural Diversity and Global Perspectives	Petition to substitute 3 courses from Mayville State University for NDSU Global Perspectives/Cultural Diversity	Martin/Myhre	Approved
11	Communication	Petition to substitute MSCTC COMM 212: Interpersonal Communication for NDSU COMM 110	Haugen/Birmingham	Petition Rejected

5. Motion by Birmingham/Harrold to revise policy on study abroad. One semester of study abroad will cover Cultural Diversity or Global Perspectives and two semesters study abroad will cover both Cultural Diversity and Global Perspectives. Motion approved.

6. Request from Paul Nelson to approve expedited procedure (both oral and written) allowing students to test out of COMM 110: Fundamentals of Public Speaking.

a. Committee discussed and will recommend to Paul Nelson, a two step test out criteria.

1. 1<sup>st</sup> step will be a placement written exam, that will not have a fee, if student passes may go to the next step.
2. 2<sup>nd</sup> step student will have to pay a fee and follow criteria for speech set up by department.

Meeting adjourned at 12:10 pm

Respectfully submitted,  
Suzan Wolter, recorder