

**General Education Committee Meeting Minutes**  
September 5, 2007  
Mandan Room, Memorial Union, 4:00 to 5:00pm

Members in attendance: David Anderson, Eric Asa, Elizabeth Birmingham, Michael Christoffers, Cierra Grondahl, Bob Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, Harriett Light, John Martin, Char Myhre, Larry Peterson, Charles Stevens, Kristi Wold-McCormick

Members not in attendance: Cierra Grondahl,

1. Minutes from July 25, 2007 meeting were approved as emailed on July 29, 2007
2. Tentative agenda was unanimously approved.
3. Introduced and welcomed two new members, Harriett Light, Professor, Child Development and Family Science and Charles Stevens, Associate Professor, Management, Marketing, and Finance.
4. Establish standing Subcommittees:
  - a. Humanities, Fine Arts, Communications – Mike, Betsy, Dave, Larry
  - b. Science and Technology and Wellness – John, Char, Bob, Harriett
  - c. Social & Behavior Sciences, Quantitative Reasoning – Eric, RaNelle, Margie, Charles
  - d. New Trial Standing Sub-Committee for Student Petitions: RaNelle, Virginia, John, and David. This sub-committee will preview student petitions and bring to the GE committee their recommendations. Will try this for one semester.
5. Unfinished Business from 2006-2007
  - a. Complete a review of UNIV 189
    - ~ Update from Char, facilitator for UNIV 189 Task Force, she will be contacting, members this week to set up meetings now that everyone is back from summer break.
  - b. Coordinate implementation of Vertical Writing Curriculum.
    - ~ Update from Kristi, Betsy and RaNelle, Registrars office is reviewing curriculum guides, also, they are in the process of developing an advisor page for the web to help answer questions faculty and advisors have about Vertical Writing Curriculum.
  - c. Complete Application guidelines and materials for capstone courses.
    - ~ Update from Larry, this is still in process.
  - d. Request to have military basic training meet the Wellness requirement.
    - ~ Update from Bob and Kristi, they are putting together a proposal. The current policy is that it must have 2 of the 4 Wellness components.
  - e. Plan Assessment of General Education (not just individual courses). The UAC is currently conducting this process. 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?
    - ~ Update from Larry, he will bring a proposal for committee to review.
  - f. Courses not completed (handout)

- ~ Motion made by David and 2<sup>nd</sup> by RaNelle to send letter to Five-Year reviews still in process from 2004-05 and 2005-06 with a date of October 31, 2007 as deadline to receive a response. Will send copy to Dean and Dept Chair. Committee votes unanimously
  - ~ Motion made by Bob and 2<sup>nd</sup> by Betsy, to include in letter that the GE committee will recommend to Senate to drop these courses from GE classes. Spring 2008 will be their last semester as GE classes if this is done. Since the committee has not heard from them, we assume they are not interested in these being GE courses. Need a response by October 31, 2007. Committee votes unanimously
  - ~ Larry requests sub-committees to finish work on 2006-07 Five-year reviews as new Five Year Reviews will be coming in December.
6. Five Year Reviews Due December 2007 Larry distributed handouts for committee to review.
  7. Senate GE Committee Yearly Report from 2006-2007 – Larry distributed the 2006-2007 Yearly Report.

**Next Committee Meeting, Wednesday, October 3<sup>rd</sup>. 4:00 – 5:00 pm.  
Mandan Room, Memorial Union**

Respectfully submitted,  
Recorder, Sue Wolter

## General Education Committee Meeting Minutes

October 3, 2007

Mandan Room, Memorial Union, 4:00 to 5:00 pm

Members in attendance: David Anderson, Michael Christoffers, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, Harriett Light, John Martin, Charlene Myhre, Larry Peterson, Charles Stevens, Kristi Wold-McCormick

Members not in attendance: Eric Asa, Elizabeth Birmingham, Cierra Grondahl, and Robert Harrold

1. Minutes from September 5, 2007 meeting as distributed by email on September 7, 2007, approved.
2. Tentative agenda unanimously approved.
3. Subcommittee Reports
  - Student Petitions – RaNelle, Virginia, John, David

Student	GE Category	Petition	Motion to Accept petition & seconded by	Committee Decision
Student #1	Humanities/Fine Arts and Social/Behavior Sciences	Student petitions committee to accept CORE "The Human Experience" course taken at Valparaiso Univer (IN) to fulfill GE Humanities/Fine Arts (3 credits and Social/Behavior Sciences (3credits)	RaNelle/John	Committee unanimously votes to accept 3 credits for GE Humanities. Denies 3 credits for Social/Behavior Sci- No case
Student #2	Global Perspective	Student petitioned to be allowed Global Perspective credit, as student is an international student	RaNelle/Michael	Committee votes unanimously to accept Global Perspective GE requirement met.
Student #3	Cultural Diversity	Student petitions committee to accept course GC 1285 Cultural Anth taken at U of M Twin Cities to meet the GE Cultural diversity requirement.	RaNelle/John	Committee votes unanimously to accept course to meet GE Cultural Diversity requirement
Student #4	Skills for Academic Success	Requests committee waive this requirement. Student has taken 24 college credits at a Lutheran Bible School & lived on NDSU campus for Governors School program	RaNelle/David	Committee votes to deny petition. Doctrinal religious courses taken at unaccredited Bible college do not correspond to first year classes taken at NDSU. Will recommend taking class online.

Courses Approved for General Education (New)					
Course No.	Course Title	Recommended Categories	Recommended Outcomes	Committee Decision	
ENGL 322	Creative Writing I	C	1, 6	Larry motions to accept RaNelle 2 <sup>nd</sup> . Committee votes unanimously to approve new course for GE	
Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes					
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes	Committee Decision
RELS 100	Introduction to Religion	A	1, 3, 4, 6	3 & 6	Larry motions to accept, Maggie 2 <sup>nd</sup> . Committee votes unanimously to approve course for 5-year renewal with changes in outcomes.

- Humanities, Fine Arts, Communications – Mike, Betsy, Dave, Larry

- Science and Technology & Wellness –John, Char, Bob, Harriett - No report
- Social & Behavior Sciences, Quantitative Reasoning– Eric, RaNelle, Margie, Charles

<b>Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes</b>				
<b>Course No.</b>	<b>Course Title</b>	<b>Categories</b>	<b>Outcomes</b>	<b>Committee Decision</b>
H&CE 341	Leadership & Presentation Tech	B	1 & 4	RaNelle accepts/ John 2 <sup>nd</sup> , Committee votes unanimously to approve 5-year renewal as a GE courses.
<b>Returned to Department/Instructor for Revision/Further Information/Clarification</b>				
<b>Course No.</b>	<b>Course Title</b>	<b>Reason for Return</b>		
CDFS 135	Introduction to Family Science	The outcomes on the syllabus (2 OC) and the paperwork (5OC) submitted did not agree; there was little to no evidence provided for the five outcomes to suggest how student learning was determined.		
COMM 112	Understanding Media & Social Change	It appears that there was very little that changed, aside from the incorporation of the GE outcome information on the syllabus. There was still no evidence provided on the rubrics to suggest how outcomes #1 and 6 are being met and the Case Studies that were submitted as the evidence leave us, the reader, to determine how they are contributing to the learning in each outcome rather than pointing out how Case Study #1 satisfies outcome #1.		

#### 4. Ad Hoc Subcommittee Reports

- UNIV 189 Task Force. – Update from Char – Committee met last week, worked on charge, requesting syllabi for every UNIV 189 course. Sorting data by charge, then will discuss each charge. Committee will be meeting two different times twice a month.

#### 5. Corrections to previous handouts on courses for this year

##### **Five-Year Reviews in Process from 2006-2007**

Course No.	Category	Course Title	Current Outcomes	Approved	5-Yr
H&CE 341	B	Leadership & Presentation Techniques	1, 4	Spr 95	Spr 02
SOC 412	B, D	Sociology of Sex Roles	3, 4	Spr 95	Fall 02

Course No.	Category	Course Title	Current Outcomes	Approved
ART 130	A	Drawing I	1, 4, 6	Fall 99

#### 6. Course Dropped from GE list by department – This class has not been taught for years and department has no plans to teach in the future.

Course No.	Category	Course Title	Current Outcomes	Approved
AGEC 220	B, D	World Agricultural Development	1, 2, 3	Spr 98

**Next Committee Meeting, Wednesday, November 3<sup>rd</sup>, 4:00-5:00 pm.  
Mandan Room, Memorial Union**

Respectfully submitted,  
Recorder, Sue Wolter

General Education Committee Meeting Minutes  
Wednesday, November 7, 2007, 4:00-5:00 pm

2007-2008 General Education Committee Members:

Present: Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, Virginia Clark Johnson, Margaret Lee, Harriett Light, John Martin, Charlene Myhre, Larry Peterson,

Not Present: Eric Asa, David Anderson, Cierra Grondahl, RaNelle Ingalls, Charles Stevens, and Kristi Wold-McCormick

1. The Committee approved minutes from October 3, 2007 meeting as distributed by email on October 12, 2007.
2. The Committee approved agenda for today
3. Larry distributed hard copy of five-year review received for CSCI 122 Beginning Basic/Visual Basic.
4. The Committee set the final deadline for third letter to departments (Fine Arts, Psychology) that missed October 31, 2007 due date. Last year those departments received letters dated September 20, 2006 with a January 1, 2007 final deadline. The Deans and the Provost will receive copies of this letter. The deadline date is Friday, February 15<sup>th</sup>.
5. Subcommittee Reports
  - Student Petitions – RaNelle, Virginia, John, David
    - Student petition #1
      - The subcommittee recommends approval of the student's two requests. First, GEG 102 sub for cultural diversity - due to the on-site cultural experience of volunteer tutoring for ESL classes. This is a unique experience that goes beyond classroom learning and the student's on-site learning is a significant percentage of their overall grade. Second, HES 239 as a sub for a science and technology course - due to the heavy content of the course being scientific based. John moved to accept and approve student petition. Mike 2<sup>nd</sup>, committee voted to accept.
    - Student petition #2
      - Student requests that BIOL 221: Anatomy and Physiology II count as meeting the Science and Technology category. Student completed BIOL 220 and 220L in first semester at NDSU and reports that advisor ok'd taking BIOL 221 for general education. Larry made motion to accept and approve petition, Bob 2<sup>nd</sup>, committee voted and accepted.
    - Student petition #3
      - Student completed a 2-credit Impact of Technology course from Bemidji State, which transferred as part credit for ENGR 311. Student requests that a 4-credit course in Physical Science from Bemidji State be allowed to complete student's Humanities and Fine Arts category. John moved to deny petition, Virginia 2<sup>nd</sup>, Committee voted to not approve student petition.

- Humanities, Fine Arts, Communication – Mike, Betsy, Dave, Larry
    - ENGL 225, Introduction to Film, Category A, Outcomes 1,6. Larry moved that the committee accept this course for 5 year Renewal for General Education with no changes. Harriet 2<sup>nd</sup>, Committee voted and accepts
    - MUSC 115, MUSC 306 – Larry will meet with Bob Groves to discuss how these courses could provide evidence they meet general education outcomes.
  - Science and Technology & Wellness –John, Char, Bob, Harriett
  - Social & Behavior Sciences, Quantitative Reasoning– Eric, RaNelle, Margie, Charles
    - ANTH 111, Sent back to Department, items missing.
6. Ad Hoc Subcommittee Reports
- UNIV 189 Task Force.
    - Update from Char – Task Force has met once, they are moving ahead on discussion boards, data, extra material, summary reports. Request that GE committee defer 189 University Study reviews that are up for review in January. Kate made motion that they stay on regular time frame, Bob 2<sup>nd</sup>, Committee votes, 9 Aye, Oppose 1.
7. Discussed materials generated from AGLS 2007 Conference
- Summary of Conference Highlights and GE Options for NDSU
  - Most Committee members seemed to favor Option #1 or Option #3. The Committee will need more resources for any of these options.
  - Larry will discuss with Provost
8. Meeting adjourned 5:00pm

**Next Meeting: Wednesday, December 5, 2007,  
4:00-5:00 p.m.  
Mandan Room, Memorial Union**

Respectfully submitted,

Sue Wolter, Recorder

General Education Committee Meeting Minutes  
Wednesday, December 5, 2007, 4:00-5:00 pm

Members present: David Anderson, Michael Christoffers, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, Harriett Light, John Martin, Charlene Myhre, Larry Peterson, Charles Stevens, Kristi Wold-McCormick

Members absent: Eric Asa, Elizabeth Birmingham, Cierra Grondahl, Robert Harrold, Catherine Haugen,

1. Approve minutes from November 7, 2007 meeting as distributed by email on 11/09/07 – One change under Student Petition #2 – accepted, change to accepted
2. Approve agenda for today
3. Subcommittee Reports
  - Student Petitions – RaNelle, Virginia, John, David
    - Student petition #1
      - The subcommittee recommends we deny based on the fact that ECE 275 has not been offered as a GE since summer 2005. The student did not begin the program until fall 2005. Additionally, the ECE course is not indicated as a GE on the Transfer Equivalency Worksheet that the student should have received when student first began at NDSU. RaNelle moved to accept the subcommittee's recommendation and deny the petition. John 2<sup>nd</sup>. Committee votes to reject petition.
    - Student petition #2
      - The subcommittee recommends we deny based on the student's and advisor's assumption that HPER 210 is on the GE list. A quick review of the list would have revealed otherwise. RaNelle moved to accept the subcommittee's recommendation and deny the petition. Margaret 2<sup>nd</sup>. Committee votes to reject petition after discussion – CPR only satisfies 1 of the 4 requirements of wellness.
    - Student petition
      - The subcommittee recommends we deny due to the explanation that the course (BIOL 220) that was taken to fulfill the co-req lab requirement was too difficult. The student has the option to take MICR 202L (std passed MICR 202 at NDSU with a C) to complete the requirement. RaNelle moves to accept the subcommittee's recommendation and deny the petition. John 2<sup>nd</sup>. Committee votes 4 in favor of rejecting petition, 3 oppose. Petition rejected.
    - Student petition #4
      - The subcommittee recommends we approve; this course (Japanese 101 from MSUM) has been approved for other students in the past. RaNelle moves to accept the subcommittee's recommendation and approve. David 2<sup>nd</sup>. Committee approves petition.

- Student petition #5
  - The subcommittee recommends we approve; this course (EDUC 489) has been approved for other students in the past and the course is a cultural diversity awareness course. RaNelle moves to accept the subcommittee's recommendation and approve. Char 2<sup>nd</sup>, committee approves petition.
- Student petition #6
  - This petition was just filed so the subcommittee has no advance recommendation.
  - The student requests that CDFS 494: Exploring Citizenship and Activism for Today: The Omega Project should be allowed to meet the Cultural Diversity requirement. RaNelle moves to accept petition and approve. John 2<sup>nd</sup>. Committee votes – 1 approves and 6 oppose. Petition rejected, this is a new course and not enough information.
- Student petition #7
  - This petition just filed so subcommittee has no advance recommendation.
  - Student requests to have course HPER 210 approved as a GE course in category of Wellness to satisfy GE requirements. RaNelle moves to deny the petition. Michael 2<sup>nd</sup>, committee votes to reject petition.
- Student petition #8
  - This petition just filed so subcommittee has no advance recommendation.
  - Student petitions that 3 credits of MUSC 311 Jazz Ensemble should be accepted for GE Humanities and Fine Arts. This is similar to 112 Band and 303 Concert Band. RaNelle moves to accept petition and approve. Charles 2<sup>nd</sup>. Committee votes to accept and approve petition.
- Humanities, Fine Arts, Communication – Mike, Betsy, David, Larry

<b>Courses Approved for General Education (New)</b>				
<b>Course No.</b>	<b>Course Title</b>	<b>Recommended Categories</b>	<b>Recommended Outcomes</b>	
GERM 220	German Culture and Society	A, G	3, 6	
<b>Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes</b>				
<b>Course No.</b>	<b>Course Title</b>	<b>Categories</b>	<b>Previous Outcomes</b>	<b>Recommended Outcomes</b>
ART 130	Drawing I	A	1, 4, 6	1, 6

- Larry moves to accept recommendations from sub committee and approve. Committee votes and approves new course GERM 220 and 5 year renewal of ART 130.
- Subcommittee reports on that ART 124 will be returned to the department for further revisions.
- Social & Behavioral Sciences, Quantitative Reasoning– Eric, RaNelle, Margie, Charles



<b>Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes</b>				
<b>Course No.</b>	<b>Course Title</b>	<b>Categories</b>	<b>Previous Outcomes</b>	<b>Recommended Outcomes</b>
ENGR 312	Impact of Technology on Society	B,G	3, 6	3, 6

- RaNelle moves to accept recommendation from subcommittee, Char 2<sup>nd</sup>, committee votes and approves 5 year renewal of ENGR 312.

#### 4. Discussion with Provost Schnell about GE Options

Provost stated our present general education program is organized horizontally and students often just want to “get it over.” Although there is pressure from employers to train their employees, education is broad thing and cannot be specific for each company. Feedback from employers is that students have strong technical skills, but are weak in oral and written communication and teamwork. We need to consider more vertical integration. Some of general education (perhaps the humanities) would fit better at the junior or senior level. Students need communication skills that are vertically integrated. For example, pharmacy students need a vertical communication course to help them know how to interview patients and they also need a vertical writing course on how to construct an effective one page memo. We have good programs now, but we should not to become complacent. We need to look at things differently. How do we approach vertical integration? Maybe students should begin with more courses in their disciplines so they would be more interested. We might motivate them by meeting their needs. We also face the obstacle of already tight schedules.

Larry would like to see 4 to 5 committee members attend the AACU conference February 21-23 in Boston. Revising GE would be a challenge and involve a lot of work. We will need resources, grants, maybe a separate group. We need to be willing to listen to campus wants. We currently assess courses individually, but maybe we need to start with evaluating the entire general education program? (Note from Larry: The last GE revision process started in 1991 and the University Senate approved the foundation of the present GE program on November 9, 1992. The initial courses were approved in spring 1994. Consequently, it has been at least 15 years since the campus has examined and discussed what we think every NDSU graduate should learn as part of being a well-rounded person.)

#### 5. Meeting adjourned at 5:15pm

**Next Meeting: Wednesday, January 9, 2008  
2:00 – 3:00 p.m.  
Mandan Room, Memorial Union**

Respectfully submitted,

Sue Wolter, Recorder

General Education Committee Meeting Minutes  
Wednesday, January 9, 2008, 2:00-3:00 pm  
Mandan Room, Memorial Union

**Committee Members Present:**

Eric Asa, Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Margaret Lee, John Martin, Charlene Myhre, Larry Peterson, Charles Stevens, Kristi Wold-McCormick

**Committee Members absent:** David Anderson, Cierra Grondahl, Virginia Clark Johnson, Harriett Light

1. **Approved minutes** from December 5, 2007 meeting as distributed by email on 12/07/07.

2. **Approved agenda**

3. **Subcommittee Reports**

- Student Petitions
  - Student petition #1
    - The student requests to substitute BIOL 220L: Anatomy and Physiology Lab for the co-requisite lab for one of the other biology courses the student has completed. Subcommittee approves. Mike 2<sup>nd</sup>, Committee votes to accept motion from subcommittee to approve student petition.
  - RaNelle has a second petition that just arrived which we should try to act on before our next meeting. She will post it on Blackboard and organize an email discussion and vote after the subcommittee has made its recommendation.
- Humanities, Fine Arts, Communication – (Mike, Betsy, David, Larry) No report
- Science and Technology & Wellness – (John, Char, Bob, Harriett) No report
- Social & Behavioral Sciences, Quantitative Reasoning– (Eric, RaNelle, Margie, Charles) No report

4. **Ad Hoc Subcommittee Reports**

- UNIV 189 Task Force. Char report – getting schedules and time line together

5. **New Business**

- Grant Proposal for Summer 2008 (emailed before meeting)

Reviewed proposal and made changes, if any other suggestions please send to Larry before next Tuesday.

- Updated list of course reviews (e-mailed 01/07/08)

Larry asked how we can streamline process, how can we work through list of 5 year reviews faster? Suggestions: meet twice a month, put out more samples of reviews on web, some faculty have trouble with paperwork-can it be simplified and made more general?, English college has a checklist for syllabi that departments can go over with faculty to help keep syllabi updated. As NDSU continues to grow will need more GE courses available for more students, how will committee meet this demand? Should we wait until GE committee is revised and from that process will review what other colleges are doing? Larry volunteered to draft a checklist as a way to expedite the review process.

Respectfully submitted,

Sue Wolter, Recorder

General Education Committee Meeting Minutes  
 Wednesday, February 13, 2008, 2:00-3:00 pm  
 Mandan Room, Memorial Union

**Committee Members Present:**

Elizabeth Birmingham, Michael Christoffers, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, John Martin, Charlene Myhre, Larry Peterson, Charles Stevens, Kristi Wold-McCormick. **Committee Members absent:** Eric Asa, David Anderson, Cierra Grondahl, Robert Harrold, Harriett Light

1. **Minutes** approved from January 9, 2008 meeting
2. **Agenda** approved
3. **New course distributed:** HNES 355: International Health, Categories A, G, Outcomes 2, 3
4. **Subcommittee Reports**
  - Student Petitions Subcommittee Report – RaNelle, Virginia, John, David

Student	Petition	SubComm Recommends	Motion to Accept petitor/2 <sup>nd</sup>	Committee Decision
Student #1	Student requests to substitute HUM 266: Metaphysics into the HUM/FA category	Approve	RaNelle/Kate	Approve
Student #2	Second appeal for the same request that was previously rejected, requested more information. Accept CDFS 494/693: Exploring Citizenship and Activism for Today toward cultural diversity.	Approve	RaNelle/John	Approve
Student #3	This appeal was first reviewed in Nov. 2007. The committee asked the student to provide more information on how his stay in Rwanda contributed to his cultural diversity experience. He has provided an overview of that experience.	Approve	RaNelle/Kate	Approve
Student #4	This student is requesting a waiver of 3 credits in the S/T category. He was advised by his advisor (no longer on campus) that he could take classes elsewhere and still complete his degree at NDSU by having the credit transfer back to NDSU. The student then proceeded to register for courses at St. Cloud St. only to discover later through conversations with the college liaison that NDSU does not transfer back coursework that was initially taken at NDSU. This is part of the repeated courses policy. He states that he is currently taking an equivalent course to BIOL 150 at SCSU. Due to the policy, the credit is not eligible for transfer, thus the need to request a waiver of 3 credits. An approval could be based on pending successful completion of the work and the fact that the student would still to meet minimum program requirements for graduation	Approve	RaNelle/Virginia	Approve – Note that student exceeds minimum number of credits.
Student #5	Substitute SOC 491 Seminar (Sociology of Religion—The Denominational Society) into HUM/FA category.	Approve	RaNelle/John	Approve

- Humanities, Fine Arts, Communication Subcommittee Report– Mike, Betsy, David, Larry

Recommendation of approval for five-year renewal with no changes, pending syllabus revision		
Course No	Course Title	Committee Decision
ENGL 340	19 <sup>th</sup> Century American Fiction	Larry moves to approve courses pending revised syllabus. RaNelle 2 <sup>nd</sup> . Will not take to senate with out revised syllabus. Committee votes to approve.
ENGL 341	20 <sup>th</sup> Century American Fiction	
ENGL 345	Themes in American Culture	
PHIL 101	Introduction to Philosophy	

Returned for additional information		
ADFH 411	Food and World Cultures	
ART 124	Three-Dimensional Design	
FREN 360	Studies in Language and Style	

- Science and Technology & Wellness Subcommittee Report – John, Char, Bob, Harriett

Recommendation of approval for five-year renewal with no changes		
Course No	Course Title	Committee Decision
ENT 210	Humans, Insects, & the Environment	John moves to recommend courses as subcommittee describes, Betsy 2 <sup>nd</sup> . Committee votes to approve
PHYS 212	College Physics II, (pending syllabus revision)	
PHYS 212L	College Physics II Lab (pending syllabus revision)	
Recommendation of approval for a five-year renewal with changes in outcomes		
GEOL 105	Physical Geology (pending syllabus revision)	
GEOL 105L	Physical Geology Lab (pending syllabus revision)	
HNES 250	Nutrition Science	
HNES 270	Consumer Issues in Food & Nutrition	
HPER 217	Personal & Community Health	
Returned for additional information		
HNES 111	Wellness	

- Social & Behavioral Sciences, Quantitative Reasoning– Eric, RaNelle, Margie, Charles  
No Report

## 5. Ad Hoc Subcommittee Reports

- UNIV 189 Task Force. Char reported that committee is meeting weekly; they have many questions about objectives, framework, and articulated vision for 1<sup>st</sup> year students, etc. Revisions will tie into General Education revisions, how they can improve this course until this happens.

## 6. New Business

- Evaluation of possible Course Review Checklist emailed on January 15, 2008 – will use it in committees for awhile and if it works to speed up process will put on website
- 2008-2010 NDSU Bulletin Updates Committee reviewed and made following changes

### Under “General Education Program”

First paragraph, first sentence – “The purpose of general education at NDSU is to ensure that students acquire knowledge, perspectives, and skills ~~associated with~~ (basic to) a university education.”

### Under “General Education Requirements”

First paragraph, fourth sentence – ~~“The alphabetical indicators are used primarily on departmental curriculum guides to facilitate program planning.”~~ Omit this sentence

### Under section “General Education Administrative Policies”

1...~~“No more than two courses from any given department may be double counted in a curriculum.”~~ (Delete this sentence.)

6... Discussed this paragraph –confusing to students?

Meeting adjourned at 3:00pm

Respectfully submitted,

Sue Wolter, Recorder

**Next General Education Meeting  
Wednesday, March 12, 2008  
2:00 to 3:00 PM  
Mandan Room, Memorial Union**

General Education Committee Meeting Minutes  
 Wednesday, March 12, 2008, 2:00-2:30 pm  
 Mandan Room, Memorial Union 2007-2008

Committee Members Present:

Elizabeth Birmingham, Robert Harrold, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, Harriett Light, John Martin, Larry Peterson, Charles Stevens, Kristi Wold-McCormick

Committee Members Absent:

Eric Asa, David Anderson, Michael Christoffers, Cierra Grondahl, Catherine Haugen, Charlene Myhre

1. Minutes approved from February 13, 2008 meeting as distributed by email on February 19, 2008
2. Today's agenda approved
3. Subcommittee Reports
  - Student Petitions

Student	Petition	SubComm Recommends	Motion to Accept petitor/2 <sup>nd</sup>	Committee Decision
Student #1	Student requests to follow the previous GE requirement of 37 credits. Completed GE and major requirements in Spring 2006 but is lacking 2 <sup>nd</sup> year language proficiency for BA degree. Student is taking these credits at U of M. Did not realize that not taking credits at NDSU for one year would require following new GE requirements which include the vertical writing requirement.	Approve	RaNelle/Virginia	Approve
Student #2	Requests a waiver of 1 credit in S/T category. Completed PHYS 107 from NDSU Fall 1991 while on quarter system. This course is now equivalent to 2 semester credits and was offered as 3 quarter hour credits.	Approve	RaNelle/Margaret	Approve
Student #3	Student petitions committee to waive UNIV 189 because of extensive professional experience and personal experience as a parent.	Deny – suggest student work with Univ Studies	RaNelle/Charles	Deny

- Humanities, Fine Arts, Communication – Mike, Betsy, David, Larry
  - Sub committee recommendation of approval as new course with no changes  
 \*\*\*Needs exemption from pre-requisite rule because it has a non-GE Course (FREN 312) as a pre-requisite.

Course Approved for General Education (New)			
Course No	Course Title	Recommended Categories	Recommended Outcomes
FREN 360	Studies in Language & Style	C	1,6

Committee votes and approves FREN 360 as a new GE course

- Science and Technology & Wellness – John, Char, Bob, Harriett  
No report.
- Social & Behavioral Sciences, Quantitative Reasoning– Eric, RaNelle, Margie, Charles  
Have sent CSCI 122 and CDFS 230 back to departments for clarification about assignments.

#### 4. Ad Hoc Subcommittee Reports

- UNIV 189 Task Force. – Maggie reports that committee is making progress, hope to have a report by middle of next month

#### 5. New Business

- Dividing up the Skills for Academic Success courses – Larry noted that these do not fall into a current sub committee asked if ABEN 189 and HDE 189 courses will be under Science and Technology & Wellness sub committee
- Larry requests Subcommittees to set a goal to have all course reviews acted on by next meeting. Only one meeting left before end of academic year and report to Senate.
- Reminder Memos sent to overdue courses – 3 groups
  - Group 1 – Departments MUSC 115, 306, COMM 112, CDFS 135 were contacted last Fall, send another Memo, this time recommend to drop them from Gen Ed classes if they do not respond by April 7.
  - Group 2 – Have not received material that was due December – send memo to Department and also to Dean, ask to have by next Fall 08.
  - Group 3 – Overdue due by one year, last memo was sent to Department, Dean and Provost. Set a deadline (April 7) to remove from Gen Ed - “Unless we hear from you, we will send recommendation to Senate to drop as a Gen Ed course – Fall 2008 will be the last elective term.”

Meeting adjourned 2:30pm

**Next Meeting – Wednesday, April 9, 2008, Mandan Room, Memorial Union**

Respectfully submitted,  
Sue Wolter, Recorder

General Education Committee Meeting Minutes  
 Wednesday, April 9, 2008, 2:00-2:30 pm  
 Mandan Room, Memorial Union 2007-2008

Committee Members Present:

Elizabeth Birmingham, Michael Christoffers, Robert Harrold, Catherine Haugen, RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, Harriett Light, John Martin, Larry Peterson, Kristi Wold-McCormick

Committee Members Absent:

Eric Asa, David Anderson, Cierra Grondahl, Charlene Myhre, Charles Stevens

1. Agenda approved
2. Courses withdrawn from GE list at department's request
  - MUSC 104: Introduction to Music Literature to 1825 (A)
  - MUSC 105: Introduction to Music Literature: 1825 to Present (A)
  - POLS 215: Problems & Policies in American Government (B)
  - POLS 442: Global Policy Issues (B,G)
  - THEA 180: Dramatic Literature & Style (A)

3. Subcommittee Reports

**Student Petitions Subcommittee Report:**

Student petition #1 The student requests to substitute History of Rock taken at University of Nebraska-Lincoln for MUSC 108: Roots of American Popular Music

- Subcommittee recommends approval because of similar content in courses. Harriet 2<sup>nd</sup>. Committee approves recommendation from sub committee.

**Humanities, Fine Arts, Communication Subcommittee**– Mike, Betsy, David, Larry

Recommended as new GE courses	
Course No	Course Title
HIST 390	Historical Research and Writing (New Vertical Writing Course
SPAN 401	Advanced Spanish Writing and Grammar (Vertical Writing) (needs approval for SPAN 312 as pre-requisite)
Recommended for approval for a five-year renewal with no changes	
UNIV 189	AHSS Skills for Academic Success
UNIV 189	Skills for Academic Success
Recommended for approval for a five-year renewal with changes in outcomes	
ART 210	Art History I
ART 211	Art History II

- Larry made motion to accept sub committee recommendations. Harriet 2<sup>nd</sup>. Discussion: Betsy asked if HIST 390 and ART History be put up on web for examples; they are done very well. Committee votes and approves motion to accept sub committee recommendations.



**Science and Technology & Wellness Subcommittee– John, Char, Bob, Harriett**

Recommendation of approval for a five-year renewal with no changes	
Course No	Course Title
ABEN 189	Skills for Academic Success
BIOL 220	Human Anatomy & Physiology I
BIOL 220L	Human Anatomy & Physiology Laboratory I
CHEM 121L	General Chemistry I Laboratory
PLSC/BIOL/BOT/ZOO 315	Genetics
PLSC/BIOL/BOT/ZOO 315L:	Genetics Laboratory
Recommendation of approval for a five-year renewal with changes in outcomes	
CHEM 117	Chemical Concepts & Applications
CHEM 117L	Chemical Concepts & Applications Laboratory
CHEM 122L	General Chemistry II Laboratory
Returned for additional information	
BIOL 126/Zoo 126	Human Biology
BIOL 151L	General Biology II Lab
PLSC 111	Genetics and You
SOIL 217	Introduction to Meteorology & Climatology

- Bob made motion to accept sum committee recommendations. Kate 2<sup>nd</sup>. Committee approves subcommittee recommendations.

**Social & Behavioral Sciences, Quantitative Reasoning Sub Committee– Eric, RaNelle, Margie, Charles**

- No report at this time

4. Ad Hoc Subcommittee Report – **UNIV 189 Task Force.**

- Maggie - No report at this time, still working on objectives, will have something by next meeting.

5. New Business

Set Deadline for following classes:		
ART 124	Three Dimensional Design	Contacted 1/08
CLAS 101	First Year Latin 1	Contacted 2/07
CLAS 151	First Year Greek 1	Contacted 2/07

- Committee discussed and approved for Larry to contact them and give them a deadline of September 1<sup>st</sup> to finish, this will give them time over summer.

Drop following classes from GE course list?	
MUSC 115	University Chorus
MUSC 306	Concert Choir

- Larry reviewed history of these two GE courses reviews. Has been going on since 2004, reviews submitted twice and sent back twice. The instructors just do not feel they have the class time for assessable activities specifically designed to help students achieve the outcomes. The instructors believe that when you hear a performance you will know students understand how to work together as a group and meet the composers' expectations and therefore this shows they have met the outcomes for GE.

Discussion: Everyone is busy. If these courses are given academic credits, they should meet requirements the same as everyone else. Can we give them different outcomes? Are students learning transferable skills? Instructors say committee doesn't understand what is happening – committee agrees and is asking for them to explain. Syllabus seems to only require attendance to receive a grade, no assignments, only participation.

Virginia made motion to drop these classes from GE course list, we will not longer grant another extension. They need to consider the students and follow rules like everyone else. Bob 2<sup>nd</sup>. Committee approves.

- ART Department is restricting enrollment in GE courses to its majors.  
Discussion: Restricting a course to only majors is to make sure your majors get a required course in your curriculum. GE courses are to be open to all students, except with a prerequisite, the preamble states that GE course should be designed for general audience – majors and non-majors. Maybe they should be withdrawn as a GE course. This could become more of a problem as our student body grows and faculty does not. Agreement was made with this department a few years ago that they would have one section open and one section restricted for their majors. Committee approved for Larry to contact Department and remind them of this agreement.

Meeting adjourned 2:50pm

**Next Meeting – April 23, 2008, Mandan Room, Memorial Union**

Respectfully submitted,

Sue Wolter, recorder

## General Education Committee Meeting Minutes

Wednesday, April 23, 2008, 2:00-2:30 pm  
Mandan Room, Memorial Union 2007-2008

**Committee Members Present:**

Elizabeth Birmingham, Michael Christoffers, Robert Harrold, , RaNelle Ingalls, Virginia Clark Johnson, Margaret Lee, Harriett Light, John Martin, Charlene Myhre, Larry Peterson, Charles Stevens, Kristi Wold-McCormick

**Committee Members Absent:**

Eric Asa, David Anderson, Cierra Grondahl, Catherine Haugen

1. Minutes approved from March 12, 2008 and April 9,2008 as distributed by email
2. Agenda approved for today
3. Courses withdrawn from GE list at department's request:
  - MUSC 112: Varsity Band (A)
  - MUSC 115: University Chorus (A)
  - MUSC 303: Concert Band (A)
  - MUSC 306: Concert Choir (A)
  - PSYC 221: Psychology in Business & Industry (B) – Department felt it was misleading to have on list because they do not teach this class on a regular basis
4. Subcommittee Reports

### Student Petitions Subcommittee Report:

Student	Petition	SubComm Recommends	Motion to Accept petitor/2 <sup>nd</sup>	Committee Decision
Student #1	Student petitions to have 189 waived. Transferred in with 23 credits/NDSU requires 24. Does not feel 189 is helpful at this time	No recommendation.	RaNelle/ Charles	Committee voted to deny petition. Will recommended taking class online
Student #2	Student requests that tri college class JAPN 101 at MSUM be allowed to meet the Global Perspectives requirement. Comparable to NDSU SPAN 101.	Approve	RaNelle/ Margaret	Committee voted unanimously to accept this petition
Student #3	Transfer student requests waiver of upper division writing requirement. Meet GE requirements at UND, was told would not need to take additional GE courses here. Gave several examples of meeting this requirement.	Approve	RaNelle/ Charles	Approved to accept petition
Student#4	Student requests High school AP Physics B course meet requirements for GE 211,211L.	Approve – AP standards comparable to our course descriptions	RaNelle/ Charles	Committee voted to accept Sub committee recommendation and approved request.
Student#5	Student requests to be exempted from COMM 110 and permission to substitute alternate course with advice from Dr. Paul Nelson. Options would be COMM 112, COMM 114, COMM 212. Students reason – General Anxiety Disorder and Social Anxiety Disorder.	No recommendation	RaNelle/ Charles	Committee voted unanimously to accept request to be exempt and substitute an alternate course, preferably COMM 212.

**Humanities, Fine Arts, Communication – Mike, Betsy, David, Larry**

- No Report

**Science and Technology & Wellness – John, Char, Bob, Harriett**

Continued Approval (5-Year Renewal for General Ed with <b>No</b> Changes in Outcomes)				
Course No	Course Title	Recommended Categories	Recommended Outcomes	
PHYS 212	College Physics II	S(p)	5,6	
PHYS 212L	College Physics II Laboratory	S(p)	5,6	
PLSC 111	Genetics and You	S(n)	5,6	
Continued Approval (5-Year Renewal for General Ed with <b>Changes</b> in Outcomes)				
Course	Courses Title	Categories	Previous Outcomes	Recommended Outcomes
GEOL 105	Physical Geology	S(p), G	2,3,5	3,5
GEOL 105L	Physical Geology Laboratory	S(p)	2,3,5	3,5

\*The five courses presented here had been returned to the instructors because they lacked appropriated General Education statements. The members of the Science, Technology, and Wellness Subcommittee feel that the General Education statements in the updated syllabi contain acceptable General Education statements. However, the updated syllabus for GEOL 105L indicates that it has been approved in the Global Perspectives category, a classification that it did not previously hold. (See: General Education Fie Year Reviews Update dated 01/07/08)

Bob moved to accept sub committee recommendations. Char 2nds motion. Committee approved Science and Technology & Wellness report and recommendations.

**Social & Behavioral Sciences, Quantitative Reasoning- Eric, RaNelle, Margie, Charles**

Continued Approval (5-Year Renewal for General Ed with <b>No</b> Changes in Outcomes)				
Course No	Course Title	Recommended Categories	Recommended Outcomes	
HD&E 189	Skills for Academic Success	B	2 and 4	
CDFS 135	Family Science	B	3 and 4	
Continued Approval (5-Year Renewal for General Ed with <b>Changes</b> in Outcomes)				
Course	Course Title	Categories	Previous Outcomes	Recommended Outcomes
CDFS 468	Families and Work	B	2 and 3	2,3 and G
PSYC 250	Developmental Psychology	B	3,4 and 5	4 and 5

\*COMM 112 is being returned yet again due to confusion over the number of outcomes presented in this latest revision with the original submission. The original submission was to review outcomes 1,3, and 6. At the time we determined that 6 was sufficient but that 1 and 3 were lacking evidence and support. The latest submission now includes all learning outcomes as they apply to the course objectives on the syllabus. The Gen Ed statement was not included on the syllabus. RaNelle will contact Adam Tyma (the individual submitting the material) that this is to be included.

\*ANTH 111 is partially resubmitted. Received two syllabi which is to show the gen ed statement has been added. Unfortunately, it only addresses meeting the learning outcomes but does not include the category that it is satisfying. The Additional material which was indicated as following from two other professors has yet to be received. The letter said that these instructors would be providing supplemental information from the rubrics for outcomes 3 and 4 and also the pre-test. Sent to Tim Kloberdanz an email to let him know information has not been received.

RaNelle moved to accept subcommittee recommendations, Charles 2nds. Committee voted and approved subcommittee recommendations.

## 5. Ad Hoc Subcommittee Reports

- UNIV 189 – Char reported that the task force narrowed down the 12 objectives to 4. Task Force recommends that these four objectives become the core of all UNIV 189 classes. Faculty will be responsible for rigor in class. Task force hopes to aid faculty with modules to draw from. National first year expert, John Gardner, recommended that the task force should provide an integrated philosophy of what a first year at NSDU should involve, making sure not to duplicate and to build on this philosophy. Although they felt as if they were just touching the surface and not making suggestions for a comprehensive change, Char reports that the Task Force is strongly in favor of continuing, and wants to see something happen, maybe set in place timelines. The Committee thanked Char, Margaret, and the rest of the Task Force members for their hard work and dedication.
- Larry recommended forwarding the report to Provost with a note stating that GE Committee has not discussed. We will put it on the agenda for next fall to read, discuss and decide where to go from here.

## 6. New Business

- Farewells and kudos to David Anderson, Michael Christoffers and Harriett Light
- Elect chair for next year. Char moved to elect Larry Peterson as chair, Bob 2nds and committee voted and elected Larry Peterson as chair for next year.
- Larry reported on discussions with John Miller (Division of Fine Arts) about MUSC performance classes being dropped from GE. Miller has some concerns about the review process. This issue was discussed at the last meeting of the Senate Executive Committee and in an earlier meeting this week between Peterson and the Provost. Peterson distributed the memo he gave to the Provost on this and other matters. Until the Provost talks about this issue with the Deans we will not be taking any action.

Meeting adjourned 3:00 pm

Respectfully submitted,  
Suzan Wolter, recorder