**MINUTES – GENERAL EDUCATION POLICY REVIEW COMMITTEE**

**ROOM 110 NOEL FINE ARTS CENTER – March 10, 2011; 9 a.m.**

MEMBERS PRESENT: M. Bixby, N. Fernando; D. Guay, J. Houghton, G. Olsen; J. Schneider, R. Sirabian,

MEMBERS ABSENT: R. Olsen, J. Sage, G. Summers

1. D. Guay called the meeting to order at 9:08 a.m.

2. The March 3, 2011 minutes will be reviewed for approval at the next meeting.

3. Announcements.

* J. Schneider announced that the Academic Affairs Committee would be holding two open forums to discuss degree requirements. Forums were scheduled for March 28 and March 30. A brief discussion ensued regarding the revision of the B.F.A. and B.M. degree requirements and input received from some of the College of Fine Arts and Communication department chairs.

 4. Old Business: Step 6

* Advising

 J. Schneider confirmed that students transferring in with an Associate’s Degree (AD) would still need to complete Experiential Learning, Communication in the Major, and the Capstone. There was brief discussion of the general education requirements of the UW System (UWS) AD. D. Guay noted that the requirements for the UWS AD dated back to 1987 and were presently being reviewed by a committee charged with its revision. J. Schneider suggested that for information related to the AD it be noted “to be distributed as specified in the UWS AD.”

 J. Schneider shared that there was a meeting scheduled for the following week with the Center for Academic Excellence & Student Engagement (CAESE) personnel to discuss advising workshops. She anticipated that the workshops would be more developmental than geared specifically to general education advising. She emphasized the critical need for a general education program (GEP) advising reference. The committee discussed who might be responsible for providing GEP advising training, reference guide, website, etc., and what resources might be most helpful and possible to create. The GEPRC concluded that since it was preparing the initial mapping of general degree requirements to the GEP, the GEPRC would be the source most suitable for preparing the GEP advising reference guide. The committee deemed that once the hard copy advising reference guide was created, the web presence could be created through the assistance of Information Technology personnel. The goal will be to have a tangible GEP advising resource by fall 2011. The committee discussed holding workshops to introduce the GEP advising resource. J. Schneider stated that she would be willing to facilitate a workshop. It was noted that the GEP advising resource could also be touched upon at the January 2012 CAESE teaching conference.

* Administration

 J. Schneider inquired when the GEPRC would put forth its recommendations for GEP administrative positions. It was noted by committee members that some faculty were leery about GEP implementation and sustenance. Answers to resource questions, such as administrative positions, would be helpful in quelling some of the apprehension. The committee also noted that Step 6 could not be completed until some resource answers were supplied so commitment and feasibility could be ascertained. GEPRC members agreed that the Director of General Education, First Year Seminar (FYS) Coordinator, and Assessment Coordinator positions would be recommended. It was noted that for the GEP to function properly, these positions would be needed to address necessary activities and responsibilities adequately. The GEPRC worked on position rationale and descriptions for the Director of General Education, FYS Coordinator, and Assessment Coordinator. It incorporated information related to the positions from a variety of sources including the CAESE strategic plan proposal and prior GEP proposal steps approved by faculty governance. Listings of specific position responsibilities were also drafted.

A brief discussion followed on the appropriate governance flow of the position recommendations; it was questioned whether recommendations should flow through AAC or could be forwarded directly to the Academic Affairs Office. The GEPRC concluded that Provost Nook should be invited to a GEPRC meeting to discuss the position recommendations and needed resources for the GEP. It was noted that when asked about resources at the GEP Thursday forum, a Dean mentioned that resources for the GEP needed to still be addressed by the Deans and administration.

 The GEPRC completed a draft version of descriptions, rationales, and specific responsibility listings for each position. D. Guay will forward the draft to GEPRC members for input from those members unable to attend today’s meeting.

D. Guay shared that he would be unable to attend the next GEPRC meeting; G. Olsen advised that he anticipated that he might also be unable to attend. The GEPRC will continue work on Step 6 initiatives. D. Guay will ask Provost Nook to attend the GEPRC meeting following spring break (March 31) to discuss the position recommendations and needed resources for the GEP.

 5. The meeting was adjourned by general consent at 11:01 a.m.

Minutes Recorded by: Nanci Simon, Secretary to the Faculty Senate