**MINUTES – GENERAL EDUCATION POLICY REVIEW COMMITTEE** (GEPRC)

**ROOM 110, NOEL FINE ARTS CENTER – July 26, 2011; 1 p.m.**

MEMBERS PRESENT: D. Guay, J. Houghton, R. Olson, J. Sage, J. Schneider

MEMBERS EXCUSED: M. Bixby, N. Fernando, G. Olsen, R. Sirabian

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

2. The minutes of July 19, 2011, were approved by general consent.

3. There were no announcements.

4. Old Business:

 Transfer policy

 J. Schneider shared comments received from Cathy Glennon and Cheryl Kawleski, Admissions Office, pertaining to the proposed UWSP transfer policy. Their comments related to pursuit of a pre-fall 2013 major in fall 2013 or after, how the new UW System (UWS) transfer policy affects UWSP policy, and the two-year notice to UW colleges and other similar institutions of a change in general education requirements. Committee members discussed the need for an overlap of the general degree requirements (GDR) and the new general education (GEP) programs. The overlap would allow students starting in the GDR program to complete the GDR, if they desired. It was noted that students under the GDR program would have the option of going under the GEP. The potential consequence of lack of course population in the GEP for general education change notification was discussed.

 The GEPRC discussed whether students could opt to complete a pre-fall 2013 major in or after fall 2013. It was noted that when a student declares a major, s/he could pursue the major in place at the time of declaration or a subsequent revision. With new degree requirements going into effect fall 2013, it is anticipated that all majors on campus will undergo some revision, at a minimum revision to incorporate Communication in the Major and Capstone requirements. It was clarified that the initial enrollment date to a UW institution applied only to UWSP general education requirements. Satisfying the major requirements in effect when a major is declared (or subsequent revised requirements) applies equally to UWSP students and students transferring to UWSP; neither is allowed to revert back to major requirements in effect at their initial enrollment date. R. Olson advised that the mapping of GDR courses to the GEP and vice versa would provide equivalent courses for the two programs that should help in the transition. The equivalencies provide for observance of the UWS policy in allowing completion of general education requirements in place at the time of a student’s enrollment to a UW institution.

 Discussion followed on students’ ability to complete a new major (fall 2013 and beyond) with the completion of the GDR program. J. Houghton advised that for some students seeking a fall 2013 or after major with the GDR, substitutions or waivers from the appropriate dean might be required. A transition addendum for the catalog was suggested. The addendum would give GDR and transitional information. Eventually the addendum would be removed from the catalog when it was no longer applicable. The committee anticipates that the number of students opting to complete the GEP will be far more than students choosing to complete the GDR.

 The committee reviewed the revised “transferring credit to UWSP” catalog text. J. Schneider explained that in the most recent revision, the format of beginning with general information applicable to all transfer students and then moving on to more specific circumstances had been retained. She shared that C. Glennon had advised that “two-year college” could include technical colleges. The committee discussed the “transferring from another UWS Institution or Wisconsin Technical Colleges (WTC) with a completed Bachelor or Associate Degree” section. J. Schneider shared information from C. Glennon regarding WTC parallel programs. Chippewa Valley and Western Wisconsin Technical Colleges, not listed in the UWS transfer policy as WTC parallel programs, offer an Associate of Science. She informed the GEPRC that UWSP has accepted the A.D. from Chippewa Valley and Western Wisconsin Technical Colleges as well as the other WTC parallel programs as satisfying the UW GDR breadth requirements.

The committee discussed and revised the Step 6 proposal explanation for transferring from another UWS Institution or WTC with a completed Bachelor or Associate Degree.

 Catalog year requirements

J. Schneider questioned how the catalog year requirements for the *University Handbook* would be revised, noting D. Kellogg’s proposed draft. D. Guay will work on a revised draft.

Second bachelor degree policy

D. Kellogg provided the GEPRC with the UW-Green Bay second bachelor degree policy. J. Schneider advised that the present UWSP requirements for attaining a second bachelor degree were completion of all requirements for the second degree and 30 additional credits. Committee members voiced their favor in waiving any additional general education requirements that may be required for students pursuing a second bachelor degree; breadth requirements would have been fulfilled with the first bachelor degree. The additional 30-credits required were related to the graduation requirement of 30-credits completed in residence. UWSP policy for second bachelor degrees is an issue to be addressed by the Academic Affairs Committee; it is not under the purview of the GEPRC.

Draft Assessment Plan

J. Sage reported that the HLC Assessment Academy had made some changes to the draft assessment plan. The revised draft will be forwarded to the GEPRC. J. Sage advised that the HLC Assessment Academy would be officially handing off the assessment plan to the GEPRC. The GEPRC should review the proposed plan, make any additional revision, and forward the proposal to the Academic Affairs Committee for action.

5. New Business:

 Step 6 proposal

 R. Olson will work on compiling and consolidating Step 6 information into a draft proposal. Due to the various components in Step 6, each component will be addressed in individual sections. Discussion followed on the status of each component; entities that items would be handed off to were noted. Those entities being forwarded the various items would be responsible for completing any additional needed work and pursuing any needed faculty governance action. J. Sage will check with G. Summers regarding the status of the GEP forms.

 Learning Communities

 J. Sage explained that learning communities involved the addition of an explanation of what was expected of students beyond their academic efforts. GEPRC members present agreed that discussion of the learning communities proposal would be more appropriate for another governance committee; the proposal was not specifically applicable to the GEP. It was suggested that learning communities could be incorporated in the catalog under a student expectations section and/or be included in student orientation sessions.

 HLC Annual Conference

 J. Sage reported that he would be working on proposals to submit for participating in the HLC Annual Conference.

 A brief discussion followed on the position description for the Director of General Education.

 Advising Training/Workshops

J. Schneider inquired about the status of advising. J. Sage will be looking into advising concerns, and discussing those concerns and other related issues with interim provost, G. Summers. He informed committee members that he would be proposing the following for GEP advising:

* the GEP advising transition would be announced at the September Wisconsin Academic Advising Association (WAAA) conference hosted by UWSP;
* a break-out session for GEP advising would be offered at the UWSP teaching conference in January 2012;
* in spring 2012 a GEP advising training would be held; possibly one large training session or individual college training sessions customized appropriately for each college.

J. Schneider asked who would be working on the GEP advising resource manual. J. Sage will discuss the manual with the interim provost and also planned to meet with Angie Kellogg.

J. Schneider informed committee members that an open, round table discussion regarding general education revision and transition was being considered for the September WAAA conference. Because conference sessions were already determined, it was thought that perhaps the session could take place during the pre-conference time. Discussion participants were to include personnel from other UW campuses going through general education revision. R. Olson suggested that UWS Senior VP for Academic Affairs, Mark Nook, would be a good resource in helping to identify potential discussion participants.

Information Packet

J. Houghton suggested that a packet of information regarding new degree requirements, the GEP, and the transition timeline be assembled for distribution at fall pre-class college meetings. Committee members agreed that this would be a worthwhile effort; the information would provide a good starting point. J. Sage informed the GEPRC that the assessment portion of the Higher Learning Commission self-study draft had been drafted and would be reviewed by the Assessment Subcommittee. The general education portion of the self-study draft was presently being drafted and would be forwarded to the GEPRC for review. He suggested that both of these drafts could be included in the information packet. R. Olson suggested that the GDR/GEP mapping document also be included.

J. Houghton stated that populating the GEP with courses and majors making degree choices were two priorities that needed to be well underway by the end of the fall 2011 semester. R. Olson added that planning for how to incorporate Communication in the Major and Capstone requirements into majors was also crucial. He advised that all of these items should be approved by the end of the 2011-2012 academic year or at a minimum be ready for approval.

J. Sage will draft a proposed outline of items to be included in the information packet. Discussion of the packet will be an agenda item for the August 9 GEPRC meeting. It is anticipated that the Academic Affairs Office will assemble the information packets for distribution.

6. The meeting was adjourned by general consent at 2:55 p.m.

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