

**General Education Committee  
Meeting Minutes for September 28, 2005  
Badlands, Memorial Union; 4:00 p.m.**

**Present:** Eric Asa, Elizabeth Birmingham, Michael Christoffers, Jeff Gerst, Bob Harrold, RaNelle Ingalls, John Martin, Char Myhre, Robyne Williams, and Kristi Wold-McCormick. Karen Bjellum (recorder).

**Unable to Attend:** Virginia Clark Johnson, Kate Haugen, Doug Rymph, and Kimberly Vess Halbur.

Christoffers called the meeting to order at 4:05 p.m.

A **Motion** (Harrold/Christoffers) was made to delay action of the minutes from the September 21<sup>st</sup> meeting.

### **Student Petitions**

Student #1 – The student, an accounting major, is requesting an exemption from University 189. He took ***Intro to Higher Education*** at MSUM. The student has documentation of a disability that will inhibit his participation in the UNV 189 class. A **Motion** (Williams/Birmingham) was made to accept the student's exemption from UNV 189. **Motion** carried.

### **Election of the committee chair**

A **Motion** (Williams/Christoffers) was made to table the election of a committee chair. The committee will wait until the University Senate meets. **Motion** carried.

### **Subcommittees**

Copies of all current materials for 5 year reviews were distributed to the committee members. The protocol is as follows: The reviews go before the subcommittees, then the General Education Committee (as a whole) and on to University Senate. Wold-McCormick asked that the originals then be sent to her office in the Registrars office for Committee archives after Senate approval .

- **Science and Technology** – the committee will be meeting at 2:00 p.m. on September 29<sup>th</sup>.
- **UNIV 189** – Ingalls will call a meeting after she speaks to Larry Peterson.

### **Unfinished Business**

The committee discussed the following issues:

#### **UNIV 189 Subcommittee**

- Complete the review as requested by the Provost.

- Approve and implement the revised draft of Group Decision Center questionnaire on Skills for Academic Success.
- Summarize findings from students, faculty, and institutional data.
- Discuss findings with Dr. Carolyn Schnell and Ms. Nancy Kaler.

### **Integrated General Education and Capstone Reviews**

- Complete the review of the Capstone Course Review Committee Draft Matrix/Spreadsheet.

### **General Education Outcomes**

- Complete web-based formative assessment tool.

### **GERTA**

- Regularize the committee's role in the GERTA review policy for procedures and general education.

### **Vertical Writing Requirement**

- Implement the Vertical Writing Requirement by establishing mechanisms for:
  - Creating and approving advanced level writing intensive course
  - Continuing assessment and evaluation of the courses and medication of the requirement.

### **Evaluate Committee Structure**

- Evaluate the committee structure and membership in the Senate
  - Requiring a minimum of 3 years of service at NDSU.
  - Changing status from non-voting to voting for the members of the committee from the University Assessment Committee, the Vice President for Academic Affairs, and the University Registrar.

A motion was made to adjourn at 5:11 p.m.

Respectfully submitted, Karen Bjellum, Recorder



