**Gen Ed Committee Meeting Minutes**

**24 February 2025**

Brittany Lockhard, Chair

Jan Wolcutt

Sam Cocoran

Sandy Sipes

Carolyn Shaw

Angie Paul

Natalie Delacruz

Julie Henderson

Robin Folkerts - absent

Joshua Mallard

Linnea GlenMaye

**Motion to approved minutes from 10 February 2025. Approved. 8-0**

**Transfer credits for GE Science**

Transfer students from non-KBOR institutions taking labs with 3 cr instead of 5 cr. Exception committee asked for our guidance on whether we would accept 33 instead of 34-35 hrs in GE. Linnea has expressed worry about us having to defend this to other KBOR institutions. An alternate option might be that they have to have the minimum amount of GE (34-35 hrs), but any additional non-science GE credits could be applied instead. So they would not have the hrs in the science bucket (#4), but would have the total GE hrs required.

**Motion to accept 3 cr lab in sciences to fill the bucket #4 instead of requiring a 5 cr lab. Approved 9-0.**

Linnea wants to talk to her contact at KBOR to make sure this is not a problem. This still does not address students being short of overall hours for GE. Could we develop a 1 cr class to fill the gap? By requirement, GE courses must be 3 cr hrs. *Final solution to having the minimum number of GE hours is still pending.*

**Committee Work Timeline**

Should we make a timeline for the committee to review proposals so we align with the schedule submit courses to KBOR? This timing is important because we don't want students to take a (preliminarily approved) course for GE credit and then have it not count by the time KBOR updates their list (for whatever reason).

* Any new courses submitted after the fall semester, would not be effective until the following year after KBOR approved it.
* Would we need to get new FYS courses in by the fall deadline too? Yes.
* Should we have workshops so people can get through the approval process in a more timely manner?
* Need to clarify the deadline and process about KBOR approving our GE classes to faculty.
* The Board only updates the list of courses once a year. They are not looking at course content to actually review the courses.
* Linnea: KBOR has a list of criteria for what a gen ed class should be, intro level, etc.
* Carolyn: Is that on the webpage or in a memo? These criteria are exactly what we are looking for to clarify our work. Can you share it with us?
* Linnea in the chat: From General Education Webinar: 36. Institution Course List for Buckets - Would the list be every course offered in the disciplines found in the bucket? Yes. This would be an inventory of courses in each respective bucket. While there is room for some latitude, institutions are strongly encouraged to operate within the freshmen and sophomore parameters as much as possible because most general education courses will be taken during the freshman and sophomore years. According to Board policy, 100 level is freshman level and 200 level is sophomore level.
* The only Bucket adjustments made by KBOR were to align disciplines across KBOR institutions: WEIS moved from humanities to social sciences.
* Q: Have they ever said no to a GE course from any institution?
* A: They have had questions about placement in buckets (initial conversations). No challenges in the last review.

**Academic Affairs Committee Update**

* Raina Rutti, chair, said they have not taken up the syllabus issue. They will not do so unless directed by the ExCom.

**Discussion of GE course criteria**

* Sam Cocoran shared draft decision flow chart for the GE committee
* FYS path: need to include CIM content in the review too: course description in CIM and syllabus matches, etc. In general that everything in the CIM form matches the content in the syllabus.
* Non-FYS: Need to include both GE and disciplinary Learning outcomes in the syllabus, not just in CIM.
* Sam will share the updated document to determine if it needs any further revision to capture our current processes. Then we can discuss whether we change anything to create a revised process.

**GE annual report is due to Faculty Senate soon**

* Linnea is pulling data from David Wright.
* Brittany is working on the narrative.

Meeting adjourned @ 1:45.