

# 9-8-25 Meeting Minutes

[Recap: General Education Committee Meeting Monday, September 8 | Meeting | Microsoft Teams](#)

## Attendance

- Ted Adler
- Brett Bruner
- Samantha Corcoran
- Gina Crabtree
- Natalie Delacruz
- Kimberly Engber
- Sally Fiscus
- Julie Henderson
- Josh Mallard
- Vicki Opalewski
- Angie Paul
- Sandy Sipes
- Not present: Jan Wolcutt, William Ingle

## Approval of Minutes

The minutes from the April 21, 2025, meeting were moved by Sandy Sipes and seconded by Angela Paul. They were approved by the committee. Samantha Corcoran, the Chair, noted that the committee's usual note-taker, Jan Wolcutt, was not present and that an AI was taking the minutes for this meeting.

## Introduction to the Committee

Samantha Corcoran provided an overview of the committee's structure and responsibilities, which include:

- Reviewing and approving general education (Gen Ed) course proposals.
- Reviewing and revising the Gen Ed program's assessment process as needed.
- Compiling and reviewing data on Gen Ed learning outcomes annually and reporting to the Faculty Senate.

- Recommending changes to the Gen Ed program as needed.

She also mentioned that a new representative from the College of Liberal Arts and Sciences (LAS) will be named to replace Carolyn Shaw, who will be the interim ~~Dean~~ chair of political science.

## Special Committee Projects: Revisiting General Education Learning Outcomes (GELO)

This special project was introduced by Dr. Ashlie Jack in the spring to prepare for an upcoming Higher Learning Commission (HLC) visit. The goal is to update the GELOs, which have not been updated since 2016. The committee plans to create five to six updated outcomes that are measurable and manageable. The timeline for this project is:

- **September:** The committee will individually and collectively review current Gen Ed learning outcomes and the KBOR framework.
- **October:** The committee will look at competencies from LAS and NACE.
- **November:** The committee will dive into new assessment methods.
- **January:** The committee will put everything together.
- **February 2026:** The proposal will be finalized and sent to the Faculty Senate.
- **April 2026:** The proposal will be shared at the General Faculty Meeting.
- **Fall 2026:** Any changes will be implemented.

The committee discussed the Territorium digital credential, which is in the early stages of implementation on campus, and whether students completing their Gen Ed requirements could earn a digital credential of some sort. It was also noted that David Wright's team is no longer assessing Gen Ed in the same way, so a new process must be developed. Ted Adler and Kimberly Engber suggested that the committee could capture assessment data from individual departments that offer Gen Ed courses, and Samantha Corcoran agreed to look into this. Kimberly Engber suggested a joint meeting with the University Assessment Committee, led by Dr. Jack, to discuss the project, and Samantha Corcoran let the committee know that a meeting with Gina Crabtree and her is planned with Dr. Jack on 9/15/25.

# Course Proposals

## CIM System Overview

Gina Crabtree gave a demonstration of the CIM system for the new committee members to show them how to locate new course proposals in the general education committee queue. She explained the layout of the screen and where to find information. Natalie Delacruz noted that for as long as she has served on this committee, no one had walked her through that before and she expressed thanks to Gina Crabtree.

## Gen Ed Flow Chart Review

Samantha Corcoran then talked the committee through the process flow chart made last spring to help streamline the course review process.

## Course Proposal Reviews & Decisions

The committee reviewed several course proposals:

- HNRS 306I - Aging as a Societal Issue: OK Boomer and Beyond
  - Changing from lecture to seminar
  - **Approved**
- HNRS 307C - Aviation and Spaceflight Physiology
  - Changing from lecture to seminar
  - **Approved**
- PHIL 355 - Minds and Machines
  - Changing from lecture to seminar
  - **Approved**
- PSY 325 - Developmental Psychology
  - Adding gen ed attribute
  - **Approved**
- ASL 204 - Intermediate American Sign Language
  - Cross-listed between CSD and MCLL
  - Discussion\*
  - **Approved**
- HIST 301 - Colonial America
  - New course
  - Discussion\*
  - **Tabled until questions answered**

## \*Additional Course Proposal Discussion:

### ASL 204 - Intermediate American Sign Language:

- **Discussion:** Ted Adler raised a concern about the word "memorization" in the syllabus's learning outcomes, suggesting words like "identify" or "describe" might be more appropriate. Julie Henderson explained that memorization is an inevitable part of language learning and communication, and Joshua Mallard pointed out that the syllabus specifies memorization for effective communication. It was also noted that the syllabus's learning outcomes did not fully match the more detailed ones in the CIM system, a previous note from Carolyn Shaw.
- **Motions Made:** A motion was made by Julie Henderson and Ted Adler to approve the course with the caveat of sending feedback to the instructor. The motion was not seconded, so discussion resumed. It was agreed that because a matrix was uploaded into the CIM system that this satisfied the learning outcomes concern.
- **Decision:** The course was approved.

### HIST 301 - Colonial America

- **Discussion:** Angela Paul raised concerns about it being a 300-level course, which might not be an introductory class that students could take in their first two years. Samantha Corcoran clarified that the committee's new flow chart for course reviews includes a decision point on this exact issue and that a 300-level course could be considered an introductory class. The discussion concluded with the understanding that the committee would not reject a proposal solely because it is a 300-level course. Ted Adler and Sally Fiscus noted that the Gen Ed learning outcomes 1 & 4 seem to be duplicates and so do 2 & 3. This needs to be clarified if it was a mistake or intentional; preference for all four to be different. Natalie Delacruz noted that only three course learning outcomes were listed, but it was not clear how those were assessed. Sandy Sipes noted that an old syllabus template was used.
- **Feedback Loop:** Samantha Corcoran will email Robert Owens to get clarification and have him address the concerns raised in discussion.

### Action Items for Next Meeting

- **Everyone:** Begin reviewing GELOs and the KBOR framework to prepare for discussion in the next meeting.
- **Gina Crabtree:** Reach out to David Wright to discuss the possibility of him continuing to pull assessment reports.

- **Samantha Corcoran:** Send an email to the HIST instructor with feedback to update their syllabus and provide clarification.
- **Samantha Corcoran:** Investigate capturing assessment data from individual instructors who teach general education courses.