Present: Becky Brown, Sara McKinnon, George Hritz, Karen Robinson, Chris Schultz, Derek Wilson, Kin O’Gara, Janice Austin, A. Joe Ritchie, Bill Abright, Win Cottle, Karen VanKriedt, Ron Palmer, Kristi Kuhn, Maula Allen, Taylor Lorenz

Resource: Kim O’Gara

Guests: Deborah Loft

Approval of Agenda and Minutes

Call to Order

Motion to approve minutes

K. Robertson

Second

K. Kuhn

Changes to the Agenda: None

Discussion Items:

1. The group discussed the possibility of creating a sub-committee to establish a process to review COM G.E. courses. Chris has agreed to contact Letta Hlavachek, who has a particular expertise in this area. Karen suggested that Letta may be willing to train the group on this issue.

2. Maula raised the issue of inconsistency in units assigned to parallel courses. Math courses presented in different formats offer for significantly different units. The course in question is Math 101, the issue may well apply to other courses. The group agreed to make this a topic for more critical review at a future meeting. Copies of Outlines will be made available for review.

3. Deborah Loft presented a new course in Islamic Art as a 139. She received helpful feedback and will return the outline with corrections. She also contacted Chris directly after the meeting to express her appreciation for the help the committee provided.

4. The group discussed the topic of how to handle out of date texts, when faculty believe there are no better texts than the ones they wish to use. We agreed that an appropriate response is either a brief description regarding the particular texts value or offer supplemental texts that are more current.

5. Karen offered to do training on the current Course Outline Form, with particular attention to the first page. She will do that at the next meeting.

6. Chris reported on the Academic Senators concern that all changes to the Course Outline Form be approved by the Senate and, very importantly, the Form should be built into a data base that would allow particular item to be queried.

Courses Submitted for Approval

1. POL 210
2. MMST 123
3. PHIL 112
4. PHIL 117
5. OLAD 7040
6. LOAD 7041

Courses Deleted

MUSIC 180AB