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## General Education Subcommittee Minutes, December 13, 2018

Utah State University

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### Recommended Citation

Utah State University, "General Education Subcommittee Minutes, December 13, 2018" (2018).

*Educational Policies Committee*. Paper 1001.

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## GENERAL EDUCATION SUBCOMMITTEE MINUTES

December 13, 2018

8:30 a.m. – 9:30 a.m.

Champ Hall Conference Room – OM 136

**Present:** Lee Rickords, College of Agriculture and Applied Sciences (Chair)  
Ed Reeve, Office of the Executive Vice President and Provost  
Thom Fronk, College of Engineering  
Harrison Kleiner, College of Humanities and Social Sciences  
Vance Grange, Jon M. Huntsman School of Business  
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources  
Richard Mueller, College of Science  
Robert Mueller, Regional Campus  
Melanie Nelson, USU Eastern  
Kacy Lundstrom, University Libraries  
Lawrence Culver, American Institutions  
Ryan Bosworth, Social Sciences  
Charlie Huenemann, Humanities  
Ryan Dupont, Life and Physical Sciences  
David Brown, Quantitative Literacy/Intensive  
Matt Sanders, Connections  
John Mortensen, Academic and Instructional Services  
Stephanie Hamblin, Exploratory Advising  
Erik Thalman, Registrar's Office  
Jordan Pinkham for Mykel Beorchia, University Advising  
Kristine Miller, University Honors Program  
Amber Summers-Graham, Secretary

**Excused:** Shelley Lindauer, Emma Eccles Jones College of Education and Human Services  
Christopher Scheer, Caine College of the Arts  
Jaren Hunsaker, USUSA President

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**Call to Order** –Lee Rickords

**Approval of Minutes** – [November 20, 2018](#)

*Minutes approved as distributed.*

### **Course Approvals/Removals/Syllabi Approvals**

ENGL 2640 (BHU) **APPROVED** ..... Charlie Huenemann  
*Motion to approve BHU designation made by Charlie Huenemann. Seconded by Dick Mueller.*  
*Designation approved.*

SOC 2650 (BSS) **APPROVED** ..... Ryan Bosworth  
*Motion to approve BSS designation made by Ryan Bosworth. Seconded by Dick Mueller.*  
*Designation approved.*

ANTH 4330 (DSS) **APPROVED**.....Ryan Bosworth  
*Motion to approve DSS designation made by Ryan Bosworth. Seconded by Dick Mueller.*  
*Designation approved.*

ANTH 3225 (DSC) **APPROVED**.....Ryan Dupont  
*Motion to approve DSC designation made by Ryan Dupont. Seconded by Dick Mueller.*  
*Designation approved.*

## ***Business***

### **Multiple Syllabi Submitted for Gen Ed Designation – Robert Mueller**

The CI subcommittee has recently received several proposals where instructors are submitting multiple syllabi for different sections of the same course. Most recently, they have received a proposal for a course that is being taught by three different faculty under three sections. One is an online course and two are being taught face-to-face. Of the three syllabi, only one is meeting the CI designation criteria. Because designations are assigned to course numbers and not to instructors or sections, the CI committee wondered how to handle the situation. If a CI designation is granted based on the one syllabus, the other two sections of the course will also receive designation. It was decided that as a workaround, the proposal will be denied and the CI subcommittee will direct the instructors to review the syllabus that clearly meets the CI criteria. When all three sections meet the criteria, the proposal will be approved.

The larger problem at hand is the fact that the only way the committee found out about this issue is because all three of the faculty submitted syllabi. If only one syllabus would have been submitted with the proposal, it is possible that the CI designation would have been granted. There is the potential of this problem growing with the development of more online sections of courses. The ultimate solution to this problem would be the frequent reviewing of syllabi but that would require more person power from the general education committee. It was brought up in discussion that another potential solution to this problem comes back to last year's conversation about offering training to general education instructors.

John Mortensen suggested looking into the possibility of generating a report that would allow the General Education committee to reach out to faculty who are teaching an existing general education course for the first time. This could be an opportunity to communicate criteria requirements in advance.

It is likely that the Gen Ed Task Force will be able to address this problem in their discussions. They are already planning to offer training on the rubrics for faculty teaching general education courses sometime in the early spring semester.

It was also suggested that faculty should be encouraged to contact general education designation subcommittee chairs before submitting proposals in Curriculog to ensure that there is a good understanding of the criteria rubric and to address any concerns before submitting a proposal.

### **Updated Information for Students - Depth Courses and Categorization of Majors – John Mortensen**

Last month the committee voted to reduce the depth categories listed in the catalog from five to three. John Mortensen brought to the committee two possible layouts for the catalog. The layout options were an alphabetized listing by college or by major. The committee decided that the best way to list the categorization of majors in the catalog is alphabetically by college.

*Motion to list the categorization by majors in the catalog alphabetically by college made by Matt Sanders. Seconded by Dick Mueller. Designation approved.*

There was discussion about the language used in the catalog. The current wording in the catalog states, “students are required to take at least two upper-division courses outside of their major.” The categorization by majors section of the catalog states, “students must satisfy at least one Depth course in each area outside of the area in which their major is classified”.

This wording does not clearly state that students should be forced outside of their major when taking their depth courses and does not reflect current general education policy. It instead reflects what DegreeWorks is actually enforcing in a student’s graduation plan. This topic will be brought up again on January’s agenda so that the catalog statement and general education policy can be discussed and addressed before the next year’s catalog comes out.

### **Updates to General Education Form in Curriculog – Lee Rickords**

The General Education form in Curriculog has been updated to provide information and links to the general education designation criteria. As per the committee’s request, the form will also be updated to include contact information for the designation subcommittee chairs. Originators will be encouraged to contact chairs prior to submission with any questions or concerns. Please send any other changes you would like to see in the form to Amber Summers-Graham – [amber.summers@usu.edu](mailto:amber.summers@usu.edu)

### **Adjournment 9:19 a.m.**

Next meeting will be **Tuesday, January 15, 2019 at 8:30** am in Champ Hall conference room. General Education requests for this meeting are due **January 5, 2019**.