

GENERAL STUDIES COUNCIL

Minutes of the Meeting: April 11, 2002

PRESENT: Peg Camp, Sandy Cook-Fong, Jeanne Cutler, Don Envick, Randall Heckman, Sonja Kropp, Clint Ludeman, Kim Schipporeit, and Bill Wozniak

ABSENT: John Lillis, Marta Moorman and Marguerite Tassi

Bill Wozniak, Director, called the meeting to order at 3:30 p.m., in the Academic Affairs Conference Room.

A. The March 7, 2002 minutes were approved via e-mail.

B. CULTURAL DIVERSITY AND WRITING INTENSIVE SUBMISSIONS:

Writing Intensive:

BASM 363 - Aviation Law (Stephen Amundson)

*****Clint Ludeman (Envick) moved to approve the above course. Motion carried.**

BMGT 493 - Social Responsibilities of Business: Issues and Ethics (D. Moffett)

*****Don Envick (Ludeman) moved to table the above course. The Council requested evidence of writing or publications by the instructor be submitted. Motion carried.**

CHEM 351 - Biochemistry (Frank Kovacs)

*****Don Envick (Cook-Fong) moved to approve the above course provisionally. The Council would like the syllabus to state that revision is required. Bill Wozniak will contact the department chair. Motion carried.**

ENG 217 - Beginning Poetry Writing (Charles Fort)

*****Don Envick (Kropp) moved to approve the above course. Motion carried.**

ENG 419 - Advanced Poetry Writing (Charles Fort)

*****Don Envick (Cook-Fong) moved to approve the above course. Motion carried.**

ENG 251 - Introduction to Literature: American Literature (Darcy (Schultz) Carbaugh)

*****The above course was tabled. The Council requested the syllabus state that revision is required. Bill Wozniak will contact the department chair.**

ITEC 408 - Leadership in Business and Technology (Terry Nicoletti)

*****Don Envick (Ludeman) moved to approve the above course. Larry Kuskie, ITEC Department Chair, will be sending an e-mail stating his support for Nicoletti to teach the course as WI. Motion carried.**

JMC 318 - Writing for the Media (Carolyn Scheidies)

*****Sandy Cook-Fong (Ludeman) moved to approve the above course. Motion carried.**

MUS 468 - Secondary School Music (Neal Schnoor)

*****Don Envick (Camp) moved to approve the above course. Ron Crocker, MUS Department Chair, will send a letter stating his support for Schnoor to teach the course as WI. Motion carried.**

SPAN 499 - Independent Study (Herbert Craig)

*****Sonja Kropp (Camp) moved to approve the above course. Motion carried.**

Culture Diversity:

ENG 251 - Introduction to Literature: American Literature (Ron Kurtenbach)

The above course was not approved and will be sent back to the department for revisions and clarification as to what materials will be covered.

ITEC 360 - Construction Systems Course in Germany (Kennard Larson)

*****Peg Camp (Heckman) moved to table the above course. The Council would like clarification and more information that the course itself will be taught as CD. Bill Wozniak will contact Larry Kuskie, ITEC Department Chair. Motion carried.**

C. OLD BUSINESS:

1. WI Cleanup (no action required):

none

2. CD Cleanup (no action required):

none

3. General Studies Governance Policy:

Dr. Wozniak and Dr. Roark have met and discussed the Council's formal comments from the March meeting. The revised proposed policy is as follows:

Synopsis

Proposed General Studies Governance Policy (4/2002)

Based on Governance Document of 5/20/1993

1. General Studies Council

A. Composition of the General Studies Council

1. Voting Members

- Terms begin at the end of spring semester (After last spring semester meeting of the GSC)**
- Nominees should make provisions in their schedules to be able to attend Council Meetings, which are typically scheduled for 3:30 pm on the first Thursdays of the months during the academic year.**

- **Three tenured faculty members (from different departments) from each undergraduate College**
 - **Nomination process determined by the individual Colleges**
 - **Three-year staggered terms**
 - **Faculty members may succeed themselves only once**
 - **Initially (in 2002) six nominees from each College, three from each selected by SVCAA in consultation with the Director of General Studies**
 - **After first selection, two nominees from each College, selection made by SVCAA in consultation with the Director of General Studies**

- **One tenured faculty member from the Library**
 - **Nomination process determined by the Library**
 - **Three-year term**
 - **Faculty members may succeed themselves only once**
 - **Two nominees from the Library, selection made by SVCAA in consultation with the Director of General Studies**

2.

3. Non-voting Members

4. Two junior or senior students from different Colleges

- **Votes will be recorded in the minutes but will not count toward approval of actions (UN Board of Regents model)**
- **Rotated among the four Colleges as determined by the SVCAA**

- **Nominated by Student Senate, two per position, selection made by the SVCAA**
- **One-year term**
- **All Ex Officio Members**
 - **Director of General Studies (Chair of GSC)**
 - **Registrar or representative of the Registrar's Office**
 - **Director of Assessment or representative of the Assessment Office**
 - **Director of Advising**

5.

6. Committee Operations

- 1. Agenda to be published via e-mail one week in advance of the meeting**
- 2. Quorum is defined as 2/3 of the voting members (9 voting members)**
- 3. Voting procedures**
 - i. Actions are approved by a simple majority of the voting members in attendance, but the majority must include votes of faculty from at least three different Colleges (B&T, Ed, FA&H, NSS)**
 - ii. Tie votes result in the failure of the motion or action**

4. Roberts Rules of Order

B.

2.

III. Remainder of Governance Policy not altered as of 2/21/02

IV. Duties of Director of General Studies

- A. Chair of GSC
- B. Coordinating GS offerings with Deans and Chairs
- C. Facilitating development of GS offerings
- D. Facilitating assessment of GSP
- E. Reporting on behalf of GSC to SVCAA, Faculty Senate and other interested parties
- F. Distributing minutes of GSC meetings to appropriate entities

V. **Waivers**

- Determined at first-year orientation
- Based on ACT scores, for example, or other evidence of competencies (CLEP or Adv Placement)
- Other mechanisms determined by the GSC
- Waiver does not reduce total hours required in GSP

VI. **Faculty-specific offerings**

- Faculty may develop special offerings within their specialty
- Must be approved by Chair, Dean, and GSC

VII. **College GS Requirements**

- Colleges may specify courses within the GSP
- Must attempt to accommodate those students who change majors
- Must appear in the catalog

Dr. Roark will distribute the proposed Governance Policy to the Dean's for each College to review. Dr. Wozniak stated the voting of new members would probably take place early this fall.

Dr. Wozniak asked the current Council members if they would be willing to stay on the Council through the General Studies meeting in August to act on any changes necessitated over the summer. The Council agreed. Dr. Wozniak will visit with each Council member to discuss their desire to either continue on the General Studies Council or to end their term.

4. **General Studies Forms:**

Dr. Wozniak distributed CD and WI forms that are currently on the web and a departmental review of proposed WI courses form. Dr. Wozniak stated his desire to address the importance of advising the new faculty orientation in August.

Sonja Kropp suggested putting all of the forms into a packet and send them to new faculty, department chairs, secretaries and posting them on the web.

Bill Wozniak also suggested getting a schedule of the General Studies meetings and the deadlines out to faculty.

D.

E. NEW BUSINESS:

1. Adjournment:

*****The meeting was adjourned at 5:10.**

F.

G. NEXT MEETING:

The next General Studies meeting will be August 22, 2002 at 3:30 p.m., in the Academic Affairs Conference Room, Founders Hall, Room 2122.