

Official

**COUNCIL ON GENERAL EDUCATION AND
INTERCOLLEGIATE PROGRAMS**

Minutes of the special August 24, 2016 Meeting

Present: Dan Kauffman, PHI; Steven Hinch, RFT; John Strong, REL; Beth Walker, AG; Josh Smith, BMS; Crystal Gale, LIB; Cynthia MacGregor, Faculty Senate; Steven Senger, MTH; Michael A. Murray, MUS; Joe Hughes, MCL; Kathryn Gibson, Greenwood; Angela Young for Keri Franklin, Assessment; Rachelle Darabi, Provost Office; Kevin Hubbard, TCM; Rich Biagioni, CHM; and Tom Altena, KIN

Not present: Corey Fox, MGT

Guest:

I. CALL TO ORDER

Beth Walker called the meeting to order at 3:35 p.m. Welcome to all members.

II. NEW BUSINESS

Annual Report Review was discussed. It was explained that once the form is started it needs to be completed because it cannot be saved. A link will be provided on the CGEIP Common Folder. The Google Doc was also discussed. These are due September 19. It was suggested that if a council member knows of someone in the group is new to please contact Josh or Sandy to add them to the list. It was suggested that when reviewing, council members get together and review them at the same time and make suggestions, approvals, etc. at the same time. The timeline shows that this should be completed in January. Discussion continued on how to manage the reviews. Will just 2 people review, will they be brought to the group as a whole, or will the group as a whole only have a say if there is a discrepancy. It was then stated that it used to be handled by each person individually looking at the reviews which allowed the opportunity to see if there was a discrepancy or not. Discussion continued. Members were also informed that there will be a Course Coordinator Reception and Frank Einhellig, Provost, will be speaking and informing the coordinators about the process. Reviews will need to be completed and turned in one week before the council meeting. By November, the Foundations will need to be completed. Josh Smith moved to accept the plan for CGEIP review for annual reports. Tom Altena seconded the motion. All approved; motion carried.

Online Periodic Review system was discussed. It was suggested to do this review in the spring since the Annual Reports will be reviewed in the fall. This is reviewed per Faculty Senate recommendations, so it is a bit different than the reviews completed in the fall. It was suggested that any that have not been submitted, Faculty Senate will send a reminder. There

was discussion. Steven Hinch moved to approve the time-line; Dan Kaufman seconded the motion. All approve; motion carried. It was questioned if the council should make a statement that this process be up by December 1. There was discussion. It was decided to hold off voting on the system until other options are discussed beyond that offered through Computer Services. Tom Altena stated that the Inquisit expert on campus is Sue McCrory. Steven Senger volunteered to possibly find a student looking for an internship experience and possibly one could set this up for the committee as that internship experience. Cynthia MacGregor approved to table the discussion; Tom Altena seconded the motion. All approved to table.

Rachelle Darabi stated that there is a Course Coordinator reception on Thursday, September 1 between 4-6 p.m. in the Welcome Center. This is a thank-you for doing the work.

The additional handouts were discussed. It was brought to the attention of the council that the course groups tied to the general goals, some of the goals were only check marked once.

III. ADJOURNMENT

Tom Altena moved to adjourn; Steve Hinch seconded the motion. All approved; motion carried. Meeting adjourned at 4:35 p.m.