

Gen Ed Steering Committee Minutes
July 13, 2006

Present: Matt Cavalli, Joan Hawthorne, Anne Kelsch, Martha Potvin, Libby Rankin, Tom Steen

1. **Budget.** Anne K. announced that the budget Jim had presented to the Provost has been approved except for two items: the \$1200 “miscellaneous” expenses and the reception. After some discussion, we decided to forego the reception, since it will be a long day and last year’s event didn’t draw that many people anyway.

2. **Retreat Preparation.** (Thursday, August 17) The following issues were discussed and resolved:

- assignment to small groups: we need to wait until we know who’s definitely coming to do this
- time to discuss constraints/criteria after brainstorming session: Anne W. has a list of constraints (BHE mandate, our goals, cost, etc.) that will be included in the packet. We may also want to highlight these for the group and see if there are others people want to add.
- reminder to subcommittees (learning communities, quantitative reasoning, and procedures): Anne K. will send reminder to subcommittee chairs that reports are due before the retreat.
- reminder to Task Force: Anne K. will send tentative agenda and urge Task Force members to let her and Tom know if they plan to come, so food can be ordered
- equipment: OID will supply flip charts and markers
- handouts: Tom will check with Anne W. re: handouts from her subcommittee
- goals/philosophy: Goals subcommittee will listen during discussion for issues relevant to draft goals and philosophy/mission statement and try to include these in next draft version

3. **Ross Miller Day** (Gen Ed Summit II, Friday, August 25) The following issues were discussed and resolved:

“Teaching Gen Ed Classes As If They Mattered.” (Panel Discussion, 11-12:30)

- Ross Miller’s suggestion: begin panel discussion with review of Gen Ed philosophy/mission statement. (We will provide draft.)
 - administrative support: No support is available from A&S or Provost’s Office. Libby will check with Jeanne Boppre or Jana Hollands to see if OID can provide support, including room reservations, lunch plans, RSVPs, budget, etc.
- panel discussion (11-12:30): Libby will moderate. She will contact Ike Schlosser (Biology), Daphne Stevens (Sociology), Jim Mochoruk (History), and Tami Carmichael (Integrated Studies) to see if they are available. A three-member panel is also acceptable. Questions to be put to panel include: 1) how do you

take Gen Ed goals into account in the Gen Ed classes you teach? 2) how do you balance content goals with gen ed skills goals (especially for those teaching classes that might include majors as well as those taking the class for Gen Ed), 3) how do you assess for Gen Ed goals?

“A Public Conversation With Ross Miller” (1:30 – 3:00)

- Joan will moderate. Questions to put to Ross include: What’s going on with Gen Ed nationwide? Why now, when there is so much attention being paid to professional and career preparation?
- Ross’s travel arrangements: Tom will handle this, with administrative support from OID

Gen Ed Task Force Meeting with Ross Miller (3:15 – 4:15)

Focus: How do we make change happen?

Meeting w/President Provost, and Task Force Co-Chairs

Tom will arrange this. Best time: Friday a.m.; other options: Thursday p.m., Friday 4:30

Dinner @ Sanders (7 p.m.)

Anne or Tom will make reservation

4. Next Steering Committee Meetings

Tuesday, August 8, 12:30 (Edna Twamley if it’s available; Anne K. will check)
Wednesday, Aug. 16: 7 p.m. (Libby and Tom’s house: 203 Circle Hills Dr.—
northeast corner of Belmont and 40th Ave S.)