

**Shepherd University \* General Studies \* Meeting Minutes\* January 19, 2011**  
**Committee Membership:**

Andro Barnett	(HPERS)	X
Laura Clayton	(NURS)	present
Larry Daily	(Chair)	present
Momodou Darboe	(SOCl)	X
Heidi Dobish	(PSYC)	present
Meg Galligan	(BADM)	present
Karen Green	(SOWK)	present
Roger Hamood	(ACCT)	X
Dawn Burke	(EDUC)	present
Anders Henriksson	(HIST)	present
Ann Henriksson	(Library)	present
Erik Jones	(MUSC)	present
Kristin Kaineg	(CAT)	present
Mengyang Li	(CHEM)	present
Tim Nixon	(E&ML)	present
Carol Plautz	(BIOL)	present
John Schultz	(ECON)	present
Stephanie Slocum-Schaffer	(PSCI)	present
Ed Snyder	(IES)	X
Zhijun Wang	(CSME)	present
Kevin Williams	(MCOM)	present
Student Rep	(student rep)	present
Student Rep	(student rep)	X
Student Rep	(student rep)	X
Scott Beard		X
Helena Cole	(retention Specialist)	present
Holly Frye	(Service Learning)	X
Emily Gross	(Academic Support)	present
Christana Johnson	(Multicultural SA)	X
Judi McIntyre	(FYEX Director)	X
Laura Renninger	(Assessment Task Force)	X
Tracy Seffers	(Registrar)	present
Sylvia Bailey Shurbutt	(C&I Chair)	present

The January 19, 2011 meeting of the Shepherd University General Studies Committee was held in the Cumberland Room of the Student Center. Chair, Larry Daily called the meeting to order at 4:10 p.m.

**Meeting Schedule (2010-2011):** The General Studies Committee will meet every third Wednesday of the month at 4:10pm.

## I. Approval of the minutes from 12/01/2010

Minutes approved, no changes requested.

## II. Chair's Report

### a. *Meeting Schedule?? Do we want to meet more than once a month?*

Motion by Dr. Schultz to meet twice a month, second, motion approved to meet the first and third Wednesday of each month.

Dr. Daily will be absent on February 16 and will need a volunteer to Chair the meeting. Kristin Kaineg was selected to Chair the Feb. 16 meeting.

### b. *What do we do with existing 2-credit courses mapped to 3 credit spots?*

At this point we shouldn't do anything with those 2 credit courses (MUSC 111, ART 103, GSPE 210). Departments could submit a new proposal to change the existing course from 2 to 3 credits, but it is not necessary.

What about FYEX courses? Do we have any data from Nursing since they tested two versions of an FYEX last fall? At this point there aren't specific results, but from Dr. Clayton's perspective and experience students who were enrolled in the NURS specific FYEX were more prepared for advisement and had a positive experience in the course. In contrast to the students enrolled in a regular FYEX, there was a higher withdraw rate.

It was also made clear that all courses that all courses considered in the new Core Curriculum will have to be approved by the committee and departments must submit an application. For instance, even if a department has a capstone they will have to submit a request for course approval.

### c. *Course Sharing?*

Curriculum + Instruction committee is close to resolve the issue on course sharing. It is noted by HPEC that students cannot course share for more than 8 credit hours. The School is looking to increase that from the HPEC guidelines to **3 courses up to 12 credit hours**. But because of the HPEC rule we are in an uncomfortable situation. C&I is looking to clarify this issue so there can be resolution to this issue as the University undergoes changes to majors and core to fit the 120 credit limit.

It was asked, "what about unlimited course sharing?" Again the same issue as above where we may be in dangerous territory with HPEC. Course sharing is usually allowed if there is a minimal overlap. Given that most of the students at Shepherd major in a comprehensive major, course sharing is generally not an issue.

What about Major/Minor/GS and how does Course Sharing relate to the General Studies Committee. Some of the issues discussed at the meeting:

- If it "hits" as the First Tier History, it can no longer be applied to another tier or area.
- Do we want to restrict how a course would be applied in the Core Curriculum? This may be too restrictive because course needs are different in each department.
- Competencies may dictate how these courses may be applied in the Core Curriculum.

Tracy Seffers notified the committee that banner/schedule of classes will display how a course relates to the new Core Curriculum. There will be a set of codes that the student, advisor and faculty member can see to know how it applies toward the degree.

Also note: this is Dr. Shurbutt's report from C&I.

### III. **GS Change Form and Application Process**

Form presented for final revisions. The following changes were made to the form and guidelines:

Motion by Kristin Kaineg to create a “Reviewed By” and “Approved By” box. The Dean/School only needs to review the application but the Dean/School cannot deny the course request. They can “support” or “not support”. The bottom of the form should read:

Reviewed By: Dean with a check box for support and do not support and Chair PEUC with a check box for support and do not support

The Approved by box should include a place for a signature and the following: Chair of Department, Chair of General Studies, and VPAA.

Motion second, motion passed. One opposed.

Motion by Kristin Kaineg to add “other” to “Is this course required for any *other* program?”  
Motion Second. Motion Passed

Motion by Kristin Kaineg to only require one original signed by Chair of Department and Dean of School and upload the documents to SAKAI for the committee members.  
In addition, to those changes, the dates need to be corrected on the guidelines and the removal of Assessment Plan.

### IV. **Formation of Assessment Subcommittee**

Will faculty be ready to include an assessment plan for the proposed Core Curriculum course? Given the committee hasn’t resolved how each tier will be assessed this may be a far reach for faculty members as they submit their proposals. Given that we are at the end of an assessment cycle, departments do not have to submit now, but will need to do so at by Jan. 2012 when plans for the next assessment cycle are due.

The committee will need to review LEAP’s suggestions for Assessment and discuss how assessment will fit into the new core courses.

### V. **C+I Report (Dr. Shurbutt)**

- See above, section 2 letter C.

### VI. **Other Business**

- Dr. Slocum-Schaffer motions to make Literature a requirement. The Literature course would fulfill 3 credits of the 6 credits listed under the second tier listed under Humanities.  
Motion Second, discussion:  
Because this motion changes the distribution of the credits, this change would have to be approved by the faculty.  
Dr. Nixon requested that this motion be postponed so this could be discussed at a department meeting.

Motion to postpone ruling to add a Literature requirement till the next meeting. Motion Second.  
Motion passed to discuss this at the Feb. 2 meeting.

### VII. **Meeting adjourned at 5:40 pm**

Respectfully submitted,  
Kristin Kaineg, Secretary