

General Education Committee 2022-2023 Final Report

Membership

Jennifer Stewart, Chair

Kira Robison, Past Chair

Members

Tom Balázs, ENGL/CAS (year 1); Jeremy Bramblett, BGE/CAS (year 3); Edward Brudney HIST/CAS (year 1); Joshua Davies, MCLL/CAS (year 3); Eun Kim, IARC/CHEPS (year 1); Beth Leahy, LIB (year 2); Stephen Mandravelis ART/CAS (year 1); Edwin Murillo, MCLL/CAS (year 1); Randall Coleman, MUS/CAS (year 1); Robyn Tobias, NURS/CHEPS (year 1); Ruth Walker, PSY/CAS (year 1); Oren Whightsel, ENGL/CAS (year 3); no student representative appointed; Lauren Ingraham, Provost designee (ex officio); Victoria Bryan, Executive Director of the Walker Center for Teaching and Learning or designee (ex officio)

Meetings

The GE Committee managed the following items in 2022-2023:

- 1. Certification of GE23 Courses:** The GE committee voted (11-1-0) to allow courses to certify in two categories. In Fall 2022, the committee reviewed 213 courses for certification and approved 212; In Spring 2023, the committee reviewed 6 courses and approved 3. Three were delayed to Fall 2023 for committee review (details for Fall [GE23 Certifications.xlsx](#), details for Spring [GE14 Recertifications SP23.xlsx](#), password GenEd202223). The review process is detailed in the [8.26 minutes](#). Details of the Fall 2022 discussion in the [12.6 minutes](#); details of the Spring 2023 discussion in the [4.25 minutes](#). Courses that did not meet the deadline for review by full committee but needed to be certified for 2022-2023 could submit to Lauren Ingraham for temporary approval and receive full committee review in Fall 2023; see [4.3 minutes](#) for elaboration.
- 2. Recertification of GE14 Courses:** In Spring 2023, the committee reviewed 28 courses for G14 recertification (details [GE14 Recertifications SP23.xlsx](#), password GenEd202223). One course was identified for probation and resubmission in Fall 2024, one course was moved to review in Fall 2023 (missing access to artifact), 26 courses were approved. The details of the process are in the [2.3 minutes](#). Details of the discussion are in the [4.25 minutes](#).
- 3. New Courses/Course Modifications:** Because of the move to GE23, several departments submitted new course proposals and course modifications. These approvals were handled individually and via batch vote both in Zoom meeting and via Canvas discussion with a Canvas vote. CPSC 3610, ECON 1000, FIN 2010, PHIL 2240, PSY 2410, REL 2700, WGSS 2200 were approved in a Zoom session (see Curriculog for vote record). ANTH 1200, ART 1110, CHEM 1019, CRMJ 2950, ENGL

3230, 3560, FREN 1010, FREN 1020, FREN 2110, FREN 2120, GEOL 1110L, GEOL 1120/L, GRK 1010, GRK 1020, HIST 1110, HIST 1120, HIST 2010, HIST 2020, HIST 2030, HIST 2210, HIST 2220, HIST 2230, HIST 2410, HIST 2420, HIST 2430, HIST 2440, HIST 2450, HIST 2460, HIST 2510, HIST 2610, HIST 2820, HIT 2850, HIST 2860, HIST 2880, LAT 1010, LAT 1020, LAT 1110, LAT 1110, LAT 1120, LAT 2010, LAT 2020, MATH 1130, PHYS 1030/L, SPAN 1010, SPAN 1200, SPAN 2110, SPAN 2120, UHON 1010, and UHON 1020 course modifications were approved in a Canvas quiz vote after discussion board discussion (11-0-0). ANTH 2150, GEOL 1030, GEOL 1040, GEOL 1105L, HHP 2220, HHP 3080, HIST 2370, HIST 2470, HIST 2480, HIST 2500, HIST 2520, MLNG 1750, REL 1070, UHON 3620, UHON 3630, UHON 3640, UHON 3650, and UHON 3660 were new course approved in a Canvas quiz vote after discussion board discussion (11-0-0).

4. **Student Petitions:** To expedite student GE petitions, the committee primarily reviewed them via Canvas discussion board and vote (via quiz). The committee reviewed 38 petitions (results compiled in [Petition Results](#)). It is recommended that motions/seconds be recorded in the Canvas quiz to provide clear reporting in future reports.
5. **UHON Repeatable Courses:** The committee reviewed the process for UHON's special topics courses, specifically that some courses would be designated for both GE14 and GE23. Honors will provide an alignment document to the GE Committee prior to the phase 1 deadline in Banner so that the committee can approve their courses for GE14 and GE23. Once their GE14 students phase out of UTC, this practice will end. It is recommended that these repeatable courses submit recertification materials annually until the GE14 courses have all been assessed. The committee voted to approve this process 10-0-0.
6. **Past/Present/Elect Chair:** No member of the committee volunteered to be chair elect.

Tasks for GE Committee 23-24

The GE Committee identified the following tasks for the committee in 2023-2024, identified in the [4.3 minutes](#).

- **Past/present/elect Chair Clarification:** Currently, there is no chair-elect, which means the GE Committee chair for Fall 2023 is unclear. In order for the past/present/elect chair method to work in the GE Committee, the Chair needs to nominate a Chair Elect as they join the GE Committee (in year 1). Ideally, the GE Committee Chair makes this recommendation to the Faculty Senate President once committee requests are received. For 23-24, a Chair and Chair Elect will be recruited by the Faculty Senate President.

- White papers for GE 23 Recertification: Documentation detailing the recertification process for GE Committee members to review as they work through recertification of GE courses in the future
- GE 23 Recertification Schedule: A recertification schedule that spreads out recertification over the span of 5-7 years
- 3000-level and 4000-level GE courses: A discussion and decision as to whether or not these courses should be eligible for GE status
- Recertification of topics courses: A process and guidance for these courses to ensure consistency and eligibility
- Non-UTC GE course guidance for department heads: For non-UTC courses being petitioned for GE credit, it is recommended that a list/database of petitions be kept ensuring that consistency is achieved. Additionally, a white paper meant to guide department heads in these petitions should be developed. For example, the argument “this course we offer at UTC isn’t general education certified” is not a sufficient argument to deny a petition; whether a course meets the SLOs of the GE category is the concern.

Material Location

All materials (agendas, minutes, certification/recertification spreadsheets, guidance, etc.) are located as files in the General Education Committee Canvas page. Currently, files are organized into 6 folders: Agenda and Minutes, Certification and Recertification Spreadsheets, Course Materials for Review, Final Reports, GenEd14 Materials, and Petitions.

Petition Results

In some cases, motions and seconds were not recorded.

1. Barnes, Justin, SCII, deny
(Leahy/Whightsel): 9-3-0
2. Beard, Jordan, HIST 1000, deny
(Brudney/Walker): 10-2-0
3. Beard, Jordan, HIST 1020, deny
(Brudney/Walker): 10-2-0
4. Bigham, Samuel THVB, deny
(Murillo/Brudney): 9-3-0
5. Bigham, Samuel, LBSC, approve
(Balazs/Coleman): 9-0-3
6. Boring, Katelyn, NWCL, deny
(Leahy/Balazs): 9-3-0
7. Castillo Sanchez, Gabriel, LIT, deny:
8-0-0
8. Ford, Mia, SSCI, approve: 8-0-0
9. Harris, Joshua, LIT, deny: 8-0-0
10. Harris, Sydney, MATH, deny: 5-0-2
11. Hooper, Revin, SSCI, deny
(Brudney/Walker): 8-3-1
12. Houston, Christopher, HIST, deny
(Brudney/Walker): 9-3-0
13. Jones, Olivia, NWCL, deny
(Whightsel/Balazs): 9-3-0
14. Kaplanoglu, Selin, BSS, approve
(Robison/Leahy): 12-0-0
15. Kindall, Eva, LIT, deny
(Walker/Brudney): 7-4-0
16. Larson, Rachel, MATH, deny
(Balazs/Walker): 9-3-0
17. Mack, Tiara, BSS, approve: 10-0-0
18. Mayfield, Justin, LIT and NWCL,
deny (Whightsel/Coleman): 13-0-0
19. Mendoza, Marisa, SSCI, approve
(Balazs/Leahy), 9-1-2
20. Metcalfe, Edward, NWCC:
Requested more information, tabled
21. Mohamed, Xiomara, LIT: Requested
more information, tabled
22. Monnot, David, NWCL, deny
(Leahy/Whightsel): 9-3-0
23. Moore, Nathaneal, NWCC, deny: 11-
0-0
24. Morrison, Langlee, NS, deny: 11-0-0
25. Olson, Jerene, HIST, deny
(Brudney/Coleman): 7-5-0
26. Olson, Jerene, THVB: withdrew
27. Patel, Bansari, NS CHEM 1010, deny:
10-0-0
28. Patel, Bansari, NS ELECT 211,
approve: 10-0-0
29. Patel, Drashti, RC, deny: 11-0-0
30. Patterson, Charles, LIT, deny: 10-0-0
31. Phillips, MATH, deny: 11-0-1
32. Pratt, Erika, LIT, deny
(Walker/Balazs): 9-3-0
33. Rogers, Simon, RCI, deny
(Walker/Leahy): 9-3-1
34. Rogers, Simon, RCII, deny
(Walker/Leahy): 7-4-0
35. Schneider, Sarah, NWCL, deny
(Leahy/Tobias): 7-3-1
36. VanGorder, Malone, STAT, deny
(Walker/Balazs): 9-3-0
37. Wilhem, Melanie, LIT, deny
(Walker/Brudney): 7-4-1
38. Pennington, James, HIST: Requested
more information, tabled

General Education Committee Meeting Minutes: August 26, 2022

Attendees: Failed to collect, quorum met, meeting held via Zoom

Jenn Stewart begins the meeting by detailing the main Faculty Senate charges for the committee:

- 1) Certifying General Education 2023 (GE23) courses and recertifying General Education 2014 (GE14) courses. There are over 100 GE14 recertification courses and likely a similar number of GE23 certifications as well. Stewart clarifies the differences between certification of GE23 and recertification of GE14.
- 2) Detailing the procedure for the past/present/elect process for the GE chair.
- 3) Deciding on the GE student petitions
- 4) Discuss group voting on course descriptions/name changes

Past/Present/Elect Chair Discussion

Stewart discusses history of the decision: 2020 GE Committee approved a past/present/elect chair procedure to create consistency in the GE committee; the pandemic sidelined the process. Stewart suggests that the chair elect be discussed in the 1st meeting and decided on in the 2nd meeting: calling for volunteers and holding a vote if there is more than one volunteer. Stewart details the duties of the chair and indicates that the big work of the committee this year should be smaller next year. Robison, past chair, concurs.

GE23 Certification and GE14 Recertification Process

Stewart refers committee to documents submitted for review (attached) and details the process for GE23 certification and GE14 recertification as described in the documents. She reports that the documents were vetted by Kira Robison, Lauren Ingraham, the Registrar's Office and Cindy Williamson, SACSCOC representative. Documents propose that courses up for GE14 recertification that have passed GE23 certification be allowed to submit 1) a memo detailing how GE14 and GE23 outcomes align, and 2) syllabi and artifacts.

GE23 Certifications due in Fall 2022; GE14 in Spring 2023 and Fall 2023, to allow faculty time to submit 3 years' worth of recertifications (2021-2022 [postponed last year], 2022-2023, and 2023-2024).

Josh Davies asks about the grace period for recertifications. Stewart reports that Williamson indicated that if a plan exists, we can offer grace so long as the work gets done.

Stewart states that the October 1 deadline is to give Department Heads and Deans time to get through the Curriculog process by October 15.

Stewart reports that in the past GE committee reviewed recertifications as a group; this process is untenable, and Stewart points to process on GE website that has a single committee member review certification materials and make a recommendation to the committee. She

proposes that two readers is more logical: one content specialist and one non-content specialist. If the readers agree for approval, the committee can vote.

Davies suggests any negative vote (one or two) would come to committee for review and vote.

Davies asks for clarification about GE14 artifacts and multi-section submissions. Stewart refers to documents that detail the smaller artifact number for multi-section submissions. She details the artifact collection process using ENGL 1010/1011/1020 as an example.

Tom Balazs asks about the required number of artifacts and randomization. Ingraham replies that random samples are required. Stewart says she'll check with Williamson regarding the number or artifacts needed.

Stewart calls for a vote to approve the guiding documents for GE23 certification and GE14 recertification, as well as the review process, and the deadlines. Unanimous votes in favor (#), zero no votes, zero abstentions.

Student Petitions

Stewart details the petition process for the new members of the Committee, uses screen sharing to show committee members where the petitions are located on the GE Canvas page. The discussion/motion/second period lasts a week. Once all petitions have a motion that's seconded, voting occurs via quiz/survey.

Items from the Floor

Ingraham asks what the meeting schedule will be for the committee. Stewart indicates that if work can happen online and via email, there should be few meetings: likely meetings to discuss certification/recertification in Fall and Spring.

Wells asks if we can determine a schedule for petitions, so that his office can say how often the committee reviews petitions; he suggests monthly review. Stewart and Robison agree it's reasonable, highlighting that it's a monthly review during Sept 1 to May 1.

Stewart reports that GE framing language changes are the purview of the Curriculum Committee, so the GE Committee won't review those.

General Education Committee Minutes: October 20, 2022

Attendees: Failed to collect, quorum met, meeting held via Zoom
Jenn Stewart called the meeting to order.

Course Modifications/New Course/Course Deactivation

The committee reviewed CPSC 3610, ECON 1000, FIN 2010, PHIL 2240, PSY 2410, REL 2700, and, WGSS 2200. Discussion ensued. Individual votes were held for all courses. All passed. Record can be found in Curriculog.

Past/Present/Elect Chair

Stewart called for volunteers. No volunteers.

Student Petitions

The status of existing general education petitions was described. Discussion would continue Canvas discussion boards, with a Canvas vote scheduled for October 24, 2022.

Certification Process

Stewart presented the process for GE23 certification approved in the previous meeting.

Process allows for two readers for each course. Readers should indicate approve/deny/discuss with commentary in the shared Excel document.

The committee reviewed general tenants for the review and what to consider when reviewing specific categories: specifically that the proposal indicates how the course meets the category outcomes and how the artifact collection process will provide data for recertification.

Items from the floor

No items from the floor

General Education Committee Minutes: December 6, 2022

Attendees: Jenn Stewart, Stephen Mandravelis, Kira Robison, Lauren Ingraham, Josh Davies, Beth Leahy, Edward Brudney, Tom Balazs, Edwin Murillo, Linda Frost, Jeremy Bramblett, Ruthie Walker, Oren Whightsel, Randall Coleman, Joel Wells, quorum met, meeting held via Zoom

Overview of Results

Stewart reviewed the results of the Excel spreadsheet, identifying that many courses were approved and that there were several general categories for courses that were marked for discussion.

Proposals with Questions

The committee discussed various concerns broadly grouped in these categories:

3000/4000 Courses: The committee briefly discussed whether 3000-level or 4,000-level courses should be a part of the General Education curriculum, but determined the decision would need to be made by future iterations of the Gen Ed Committee.

HFA/IGA Clarification: The committee spent a significant amount of time discussing how to define the HFA and IGA categories. Through the course of the discussion, a call for white papers that helped faculty to propose for each Gen Ed category craft proposals and Gen Ed committee members to review proposals and recertifications was needed.

Repeatable Course: The committee discussed how to manage the assessment of repeatable courses, specifically regarding artifact collection with courses that have varying topics.

Assessment Concerns: The committee reviewed courses whose artifact collection needed addressing.

Specific Course Concerns: Several courses that reviewers had questions about were brought to the whole committee and discussion ensued.

Several proposals that had questions were resolved and move to approve status.

Denials

One course (MATH 3820) was marked for denial, as it was submitted in a category that explicitly states courses should be 1000-level or 2000-level.

Revision and Review

The committee decided that those proposals that were not approved would be contacted by the chair and asked to clarify or revise by early January. Revisions and clarifications would

be forwarded to the committee and discussion regarding the proposal status would be held via email and discussion boards. If a proposal was still held in question or considered denied, the committee would hold a face-to-face meeting to allow those who proposed said courses to meet and discuss their proposal.

General Education Committee Minutes: February 3, 2023

Attendees: Jenn Stewart, Stephen Mandravelis, Lauren Ingraham, Josh Davies, Beth Leahy, Edward Brudney, Linda Frost, Jeremy Bramblett, Ruthie Walker, Oren Whightsel, Joel Wells, Rebecca Dragoo, quorum met, meeting held via Zoom

Question from the Floor

Leahy asked who would be reviewing the GE23 petitions now that the categories are broader and situated less in a department. Wells indicated they'd be directed to the nearest department of the course, but he says the Committee can detail this more clearly.

Specifically, he referred to the citizenship category is particularly multidisciplinary and may need different oversight. Stewart asked questions about revising the petition to focus on students having the GE SLOs of their petitions.

Reviewing the GE14 Recertification Process

Stewart reviewed the status of the GE14 recertifications: faculty can submit for recertification in Spring 2023 or Fall 2023.

An alignment memo was presented as an option for courses that just passed GE 23 certification who needed to be recertified; this process should lighten proposal workloads.

Committee members offered suggestions for clarification and revision.

The committee unanimously voted to allow the alignment memo to be distributed to department heads and for its use in GE14 recertification to expedite that process.

Voting on Current Petitions

The committee discussed and voted on several student petitions:

- Castillo, deny petition, 8-0-0
- Ford, approve petition, 8-0-0
- Harris (LIT), deny petition, 8-0-0
- Harris (MATH), deny petition, 8-0-0
- Mohamed, return to student, request more information
- Pennington, deny petition, 5-0-3

General Education Committee Minutes: April 3, 2023

Attendees: Jenn Stewart, Kira Robison, Tom Balazs, Stephen Mandravelis, Lauren Ingraham, Josh Davies, Beth Leahy, Edwin Murillo, Edward Brudney, Linda Frost, Jeremy Bramblett, Ruthie Walker, Oren Whightsel, Joel Wells, Rebecca Dragoo, quorum met, meeting held via Zoom

Past/Present/Elect Chair Statement

Stewart states that because there aren't any volunteers for chair elect, minutes haven't been kept well, but can be recreated with Zoom recording transcripts.

Tasks for GE 2023-2024

The committee discussed the following items for the next General Education Committee:

- White papers for GE 23 Recertification
- GE 23 Recertification Schedule
- 3000-level and 4000-level GE courses
- Recertification of topics courses
- Non-UTC GE course guidance for department heads

GE Petitions

The committee discussed and voted on several student petitions:

- Mack, approve petition, 10-0-0
- Metcalf, request more information
- Moore, request more information
- Patel (1), request a change of petition
- Patel (2), deny petition, 9-0-1
- Harris (MATH), deny petition, 8-0-0
- Patterson, deny, 10-0-0

GE23 Certifications/GE14 Recertifications

Stewart reported that there were still courses needing GE23 certification for Fall 2023 who did not meet the fall deadline for submission. Stewart, Ingraham, and Wells discussed that to allow those students to progress in their degrees proposals for Fall 2023 could be submitted to Ingraham for temporary approval for 2023-2024 and full committee review in Fall 2023. The committee agreed to this process and indicated it should be reported to Faculty Senate. The GE14 recertification process was reviewed and discussed; it is identical to the GE23 certification process.

General Education Committee Minutes: April 25, 2023

Attendees: Jenn Stewart, Kira Robison, Tom Balazs, Stephen Mandravelis, Lauren Ingraham, Josh Davies, Beth Leahy, Edwin Murillo, Edward Brudney, Linda Frost, Jeremy Bramblett, Ruthie Walker, Oren Whightsel, Victoria Bryant, Joel Wells, quorum met, meeting held via Zoom

GE Petitions

The committee discussed and voted on several student petitions:

- Moore, deny petition, 11-0-0
- Morrison, deny petition, 11-0-0
- Patel, deny petition, 11-0-0
- Phillips, deny petition, 11-0-0

Recertification Inquiry from English

Karen Babine in English reports that their artifacts from prior to the migration are unrecoverable. Ingraham reports that a few departments have this issue. Committee determined the reasonable approach is for proposals with this problem provide details about the missing materials, but still include materials post 2021.

GE14 Recertification Discussion

Because several courses were missing a second reader, the committee agreed that any second reader present who reviewed proposals with one reader would forgo a full review.

Three proposals were pushed to Fall 2023 because of a document sharing issue.

The committee voted 11-0-0 to postpone GEOL 2250's review to Fall 2024 to address concerns presented to faculty via email regarding the artifacts collected (one was an extra credit essay) and the missing content (two of the three courses did not collect materials for all three outcomes).

Several proposals were missing syllabi, which the instructions say will be pulled. Ingraham indicated that she or Bryant would ensure this happens in the future.

GE23 Recertification Discussion

HIST 2550 was approved for IGC, but will require Ingraham's temporary approval in BSS for 2023-2024 courses. Additionally, ART 2140 and 2150 were incomplete and moved to Ingraham for temporary approval.

UHON Alignment

The committee reviewed the process for UHON's special topics courses, specifically that some courses would be designated for both GE14 and GE23. HONRS will provide an alignment document to the GE Committee prior to the phase 1 deadline in Banner so that the committee can approve their courses for GE14 and GE23. Once their GE14 students phase out of UTC, this practice will end. The committee voted to approve this process 10-0-0.

Minutes

Stewart reported that there will be one more action email for General Education members that will address any remaining business, including the review, modification, and approval of the minutes that will be recreated to the best of our abilities.