

## General Education Working Group Meeting Minutes

July 18, 2017

9 a.m.- noon

228 Graff Main Hall

| Present |            | Present |         |
|---------|------------|---------|---------|
| X       | Belby      | X       | Hay     |
| X       | Cocks      | X       | Hawkins |
| X       | Eschenbaum | X       | Mason   |
| X       | Galbraith  | X       | Nunley  |
| X       | Hulett     | X       | Shonk   |

- Format of August 28 meeting (8:30-12:30 pm, with breakfast)—suggestions from Ann Zanzig (we need supplies: note cards, easels, name tags, markers, pens, note pads, copy of current GE, info about GE, strategic plan opinion of HLC, info from cheat sheet for table monitors, mission statement for group, who is bringing and setting up and taking down)
  - Establish table assignments making sure one working group member is at each table (so, 10 tables)- it is suggested that you mix the tables so that you have diversity of colleges, etc.
  - 8:00 food available
  - 8:30 - 9:00 a.m Preamble/GE context (while folks eat their lunch)- come with a clean slate, have them read the two chapters to get ideas of models out there
  - 9:00-9:10 Break
  - 9:15-10:45 Strengths, Weaknesses, Opportunities, Threats (SWOT)- At each table, then reporting broadly (SW of current, OT of change)
  - 10:45-11:00 Break
  - 11:00-12:30 What are the top 5 components the program has to have for you to sign on to it? Keep broad/vague to get what the important things are that are on people's minds. Each table gives 5, reports back.
  - Individuals will have cards to provide additional comments.

Have a working group meeting shortly after—1pm until the end of time

NOTE: The contextual information provided in the open fora/feedback meetings will come from the responses to the SWOT and the 5 components questions from this large group meeting. (This information is what your group will also use to guide the revision of the GE program.) After providing this context, participants will be asked

- What do you like?
- What don't you like?
- What is missing?

No debate on the priorities as these were already established. At least one note taker at each open forum or any meeting attended, so Anne can simply focus on the person speaking.

NOTE: Web site will be modeled the same way to get feedback (context, and those three Q's). Assign 2-3 working group members get the online comments/feedback as they come in, rather than just simply one person. Assign someone to compile the online feedback.

- Brainstorm list of stakeholders for August 28 meeting
  - a. Anne’s brainstorm with additions from meeting: FY writing/CST/UWL100 coordinator, Senate, GEC, GEAC, students, instructors in large/common GE classes, Chairs, college advisors, CATL, transfer advisors, large departments, “anti-change” people, instructors of integrated courses (ECO, GWS, PHL)
  - b. Zanzig suggestions: Make sure every department that has a GE course has one person represented at the large group meeting, even if the number of the large group grows a bit; make sure academic advising and transfer staff members are in attendance, make sure students are adequately represented

Note: is two weeks long enough b/n Aug. 28 and the first forum to have a proposal to show-should be, will schedule for end of second week of classes