

**General Education Committee**  
**WH D-442**  
**Monday, November 28, 2011**  
**10:00am - 12pm**  
**Minutes**

**Present:** Debra Best, Elena Kulikov, Lisa Hutton, Pamela Krochalk, Marek Suchenek, LaTanya Skiffer, Lorna Fitzsimmons, Ken Ganezer, Ivonne Heinze-Balcazar, E. Carol Dales, Merry Eyman, Cynthia Turner

**Absent:** Dana Belu, Emily Magruder, Sheela Pawar, Janna Bersi

1. **Call to order:** 10:06 a.m.

2. **Approval of Agenda**

- a) C. Dales moved to approve. P. Krochalk seconded. M/S/P
- b) Agenda Approved

3. **Approval of Minutes**

- a) **Old Business- Catalog Description Item #3-** Rudy Vanterpool attended on behalf of Ethnic/Gender Studies, not Philosophy, to share a perspective and concern from colleagues that the new language proposed for Area C may be restrictive.
- b) **Old Business- GE Charge Update Item #8-** E. Magruder requested other university committees' rule about the issue be shared as well.
- c) **Announcements #2-** L. Fitzsimmons - There are modules that include Asian Pacific Studies and suggested the student may want to look into that as an option. She offered to inform M. Corazon.
- d) D. Best moved to approve minutes as amended. E. Kulikov seconded. M/S/P
- e) Minutes approved as amended.

4. **Old Business- Catalog Description**

- a) L. Fitzsimmons emailed the departments affected by the proposed revisions to the General Education Area C catalog description.
  - i. The Art department approved what was proposed.

- b) L. Fitzsimmons shared an email response from Rudy Vanterpool received on November 21, 2011 with the proposed wording:
- i. **The Units in Area C are distributed among Humanities, Arts (Art, Cinema, Dance, Music, Theater), Literature, Philosophy, Languages (other than English), World Cultural Studies/Ethnic Studies (Africana Studies, Asian Pacific Studies, Chicana/o Studies, Gender/Women's Studies), and History. All course offerings in Area C must emphasize artistic or humanistic perspectives.**
- c) P. Krochalk- Proposed the removal of the topics listed in parentheses, except for “(other than English)” because areas may be merging in the future.
- d) I. Heinze-Balcazar- Agreed with the idea of removing topics in parentheses after “Arts” but not topics listed after “Ethnic Studies.” There is concern that people will forget Women’s Studies as a part of this area.
- e) M. Suchenek – It is important to remember the original proposed revision which is based on the language from Executive Order (EO 1065).
- i. There is concern that the wording proposed by R. Vanterpool may be complicated and unintentionally restrictive because of the specific topic listings.
- f) P. Krochalk- Questioned if “Gender/Women’s Studies” could be a category of its own.
- g) Suggestion to leave off the “and” before History.
- i. M. Suchenek - That change removes the restrictions.
- h) M. Suchenek - Suggested removal of the first sentence and keep the second sentence.
- i. **All course offerings in Area C must emphasize artistic or humanistic perspectives.**
- i) L. Hutton- Suggested switching the two sentences to help give more emphasis.
- j) M. Suchenek – There are a lot of redundancies to the description which gives the opportunity to misconstrue the intention of the sentence. The description and statement should be clear.
- k) L. Fitzsimmons – Reminded the committee that the purpose of the revision is to bring it into sync with the wording of the EO.
- l) P. Krochalk – Asked if there was consensus that there should be a broader definition among the group.
- m) L. Skiffer- Commented that it is important to have the topics listed out because it helps students.

- n) K. Ganezer- Commented that the language “(other than English)” is ambiguous for students; this is covered in Area A.
- o) M. Suchenek- Motion to add the sentence, “ All course offerings in Area C must emphasize artistic or humanistic perspectives” in addition to the current catalog description for General Education Area C.
  - i. L. Hutton seconded.
    - 1. M. Eyman- Discussion: Students use GE worksheets from the University Advisement Center rather than the catalog for information. She is in favor of simplicity for the description. This leaves room for expansion of new classes.
    - 2. P. Krochalk – Concerned there may be arguments for not including the wording “including but not limited to...”
      - a. Questioned if it would be sufficient for future courses to be accepted in the area.
    - 3. M. Suchenek - Students will go to the GE worksheets to find the courses that fall within the area.
    - 4. P. Krochalk – Because there is a broad range of disciplines covered, she is still in favor of the listing, but leaving out what is in parentheses.
    - 5. M. Suchenek - The list serves a purpose to show examples.
    - 6. P. Krochalk - In favor of L. Skiffer’s suggestion, “to include but not limited to...” and list what is in parentheses.
- p) L. Fitzsimmons-Called for vote all in favor of motion on table. M/S/P
- q) Approved- Motion Passed

## 5. Old Business- GE Charge Updating

- a) L. Fitzsimmons distributed links regarding Robert’s Rules to the committee for information on a general approach to a chair being a voting member of a committee.
- b) L. Fitzsimmons asked S. Pawar to gather information regarding other committees’ practices. S. Pawar responded and was not able to find a listing or information on all university committees.
- c) L. Fitzsimmons also went online but did not find anything specific about the topic to answer the question that has been raised.
- d) P. Krochalk –Commented that GE should have consistency with other university committees.

- e) M. Suchenek – Referred the committee to Parlipro.com. He found information regarding the chair’s vote when it affects an outcome. For example to make or break a tie or 2/3 vote.
  - a. Commented that he does not put value in the uniformity of committees. Considered the thought that the Academic Senate chair does not vote. Every voting member represents a department. The committee chair’s department would get 2 votes.
- f) P. Krochalk - An option could be to have another representative from the chair’s department on the committee.
- g) L. Fitzsimmons – Called to question if the GE charge should state that the chair be tenured, preferably tenured or not specified.
  - a. M. Eyman- GE needs to finalize the members of the committee before that is decided to make it equitable; it should be determined based on the membership.
- h) The charge has been revised to include representatives from the Registrar’s Office and from the “Colleges/Schools.”
- i) M. Eyman- Suggested a review of the committee representatives and how they are potentially distributed among the colleges/schools.
  - a. CBAPP only has 1 representative on the committee because the college does not have any GE courses.
- j) D. Best- Suggested “preferably tenured” to protect junior faculty members.
- k) Motion that GE Chair be “preferably tenured.” D. Best seconded. M/S/P
  - a. Approved
- l) Question was raised regarding voting status of chair.
- m) D. Best- Motion that the General Education Committee chair continue to be a voting member. E. Kulikov seconded. M/S/P
  - a. 1 abstention
  - b. Approved
- n) Committee agreed on constituents as currently stated.

**6. New Business- Distance Delivery Proposal- M. Suchenek**

- a) A subcommittee was developed that includes University Curriculum Committee (UCC) representatives from Nursing and Quality Assurance because of the knowledge, policies and procedures with their online delivery programs.
  - a. For example- Quality Assurance offers proctor exams.

- b) An overview was given of the CSUDH Academic Senate Resolution Guidelines on Academic Technology and Distance Learning Classes.
- c) It was determined that there is a loophole in the academic enforcement of communicating with students over the Internet.
- d) The subcommittee submitted this proposal to the UCC chair. M. Suchenek will inquire about the status of the proposal's review. He estimates that it will take about a year for the guidelines to be implemented. The proposal needs to be reviewed and approved by UCC.
- e) L. Fitzsimmons- If the guidelines were to pass, course syllabi for distance learning courses will need to specify how exams will be given. For example, include the proctor information and location of where exams will be taken.
- f) Quality Assurance and Nursing are in agreement with their current procedures for distance learning.
- g) P. Krochalk - Asked if hybrid courses would be included by this change.
  - a. M. Suchenek- It would only apply if exams are taken online. If they are taken in class, the guidelines would not apply.
- h) The topic of intellectual property has been in discussion since the 1990's.
  - a. Issues of concern to be addressed: Do we want people to be able to use other instructor's material on Black Board?
  - b. E. Kulikov - There is no guarantee that all instructors have the expertise to teach what another instructor developed.
  - c. P. Krochalk - Commented that the Nursing programs are uniform and taught in modules; standardized with total faculty agreement.

7. Adjournment: M. Suchenek moved to adjourn. D. Best seconded. M/S/P  
Adjourn 11:19am

8. December 12<sup>th</sup> next meeting