



General Education Council (GEC)
September 18, 2019
3:30 p.m.
Clendenin Bldg. Rm. 1009

Voting Members Present:

Alice Gooding (Anthropology)
Brad Suther (Geography)
Brendan Callahan (Bagwell College of Education)
Brian Etheridge (Honors College)
Bruce Thomas (Mathematics)
Daniel Rogers (Psychology)
Debbie Hutchinson (Art and Design)
Dorian (Lee) Jackson (Foreign Languages)
Huggins Msimanga (Chemistry)
Jeanne Bohannon (Composition)
JoAnn LoVerde-Dropp (Literature)
Joy Brookshire (Biology - Molecular and Cellular)
Matthew Laposata (Biology - Ecology, Evolution, and Organismal)
Meredith Ginn (Communication)
Monica Gerda (Health Promotion and Physical Education: Coordinator for WELL 1000)
Nancy Burney (Statistics)
Natalie Berry (Dance)
Nirmal Trivedi (First-Year and Transition Studies: First-Year Seminar or Learning Communities)
Nyasha GuramatunhuCooper (Leadership and Integrative Studies)
Ryan Ronnenberg (History)
Susan Rouse (Philosophy)
Tanja Link (Criminal Justice)
Thomas Doleys (Political Science)
Timothy Mathews (Economics)
Trina Queen (Interdisciplinary Studies)

Non-voting Members Present:

Kris DuRocher (Faculty Director of General Education and Curriculum Development)

Amy Jones (Curriculum Support Manager)
Kevin Gwaltney (Director, Policy)
Rachel Blasé (Bagwell College of Education - Education Student Services)

Guest(s):

Lindsay Williams (Enrollment Services)
Raven Knudsen (Curriculum Support)

The meeting began at 3:34 p.m.

I. Approval of past minutes

Minutes of the August 28, 2019 meeting were approved as written. Trina Queen made the first motion and Joy Brookshire seconded it. No one opposed.

II. New Business

a. Curriculum Proposals

- There were no new proposals to review. Last month, proposals for STAT 1401 and 1402 were presented but they are still in progress. October 2nd is the deadline to get the proposals on the GEC agenda for the October 16th meeting.

b. Proposed Curriculum Changes to Core Curriculum

• Math

Bruce Thomas presented a proposal for the new non-stem math course, MATH 1001, Quantitative Reasoning, 3 Credit Hours. The course is still with the college curriculum committee. It will be proposed for Area A2 and offers another math pathway for non-stem students or students who do not need calculus. The planned implementation date for the course is Fall 2020. Currently, 21 of 26 USG institutions offer a MATH 1001. The students will most likely follow-up with STAT 1401 as their second math course.

The course offers math modeling and quantitative reasoning. It is intended to be a “fun” math course.

1. Logic and Problem-Solving
2. Manage Money
3. Probability
4. Voting

These four areas are mandated by the USG. Below are additional topics of which two are to be chosen by faculty:

1. Modeling w/linear and exponential functions
2. Numeration Systems
3. Number Theory
4. Real Numbers and their representation
5. Graph Theory
6. Counting Methods

• Philosophy

Susan Rouse presented updates to the course syllabus for PHIL 2200 Ways of Knowing that will enable it to move from Area B2 to Area C1. This update will better align the course with the USG.

- Title change: PHIL 2010 Introduction to Philosophy
- Description change
- Some minor content change
- Course number change

Susan mentioned she learned from the UPCC that there was a checklist to be reviewed and completed before submitting a revised or new course syllabus. This will lessen the possibility of the submission being sent back for grammar, punctuation, use of a word, format or other minor errors.

The UPCC no longer directly makes these types of edits. In the past, there has been some concern that the colleges and/or departments were not aware if these types of changes had been made and it was possible the original intent may have been misinterpreted. It is the responsibility of the colleges/departments to make sure their submissions are as “perfect” as possible to prevent delays caused by returns from the curriculum committees.

Tom Doleys questioned if the number of English courses in C1 was being addressed. There are currently 10. Kris DuRocher stated that plans are in process to deactivate those currently not being taught. This would bring the number to 4 primary and adding the philosophy course would make 5.

Jeanne Bohannon questioned what the motivation was to move the course from Area B2 to Area C1. Susan Rouse replied that the BOR has designated this alignment.

Alice Gooding commented that use of the course syllabus checklist does make the curriculum review process easier. Many people may not be aware of its existence or just have not used it before. When Alice had to submit a course a second time, after using the checklist, it went much easier.

A copy of the checklist will be distributed to the GEC members.

III. Director Updates

a. USG Updates

- Kris DuRocher reported that the USG has publicized a new 5-year strategic plan with a draft of the goals. The USB is asking for input on these goals. Information can be found on the USG website and there is a deadline of September 25, 2019 to submit your feedback.

Tom Doleys questioned if there was any information available on the second feedback of the General Education Core revision. Kris reported that this BOR committee was being finalized and no other information was available. The first round of feedback was given to a committee in the summer.

- Kris announced that the grouping in Area D2 (Group 1 and Group 2) will be removed. Groups are not approved by the BOR and it was causing

graduation and audit issues. The list of specific requirements for Area D2 (regarding STEM/Nursing majors) will remain. Lindsay Williams (Enrollment Services) stated that STEM courses are coded to show by major and students will see choices applicable to them.

- Amy Jones did a brief overview on using Curriculog. She also stated that the current Curriculog forms were created by a small working group and that if anyone had any feedback on the forms or the forms were unclear, they should contact her directly.
- Kris DuRocher did a brief overview of the GEC approval process.
 - GEC members should review proposals in Curriculog prior to any meeting vote.
 - Proposals to be voted on must be submitted by the agenda deadline. The agenda is distributed a week before the meeting.
 - The Council has an open discussion at that meeting which is followed by a vote.
 - Kris enters the results of the vote in Curriculog for the proposal to move forward or not.

b. UPCC Update

Susan Rouse reiterated use of the syllabus checklist to prevent slowdown of the approval process.

IV. Upcoming events

- a. AAC&U webinar on September 25, 2019. Kris encouraged people to register and if for some reason they could not participate, they would still have access to the materials and recording afterward.
- b. Next agenda deadline: October 2, 2019
- c. Next meeting: October 16, 2019 (Kennesaw-Clendenin, Rm. 1009); 3:30 – 5:00 p.m.

The meeting ended at 4:37 p.m.

kd/djh

Attachments: Agenda
Course Syllabus Checklist
Course Syllabus Template

General Education Council (GEC)
September 18, 2019
Clendenin Bldg., Room 1009
3:30 – 5:00 p.m.

AGENDA

- I. Welcome
 - a. Sign in
- II. Approval of past minutes
 - a. Minutes of August 28, 2019 meeting.
- III. New Business
 - a. Curriculum Proposals (None)
 - b. Proposed Curriculum Changes to Core Curriculum
 - Philosophy (Susan Rouse)
 - Math (Bruce Thomas)
- IV. Director Updates
 - a. USG Update (Kris DuRocher)
 - b. UPCC Update (Susan Rouse)
- V. Upcoming events
 - a. Next agenda deadline: October 2, 2019
 - b. Next meeting: October 16, 2019 (Kennesaw-Clendenin, Rm. 1009); 3:30 – 5:00 p.m.

KSU Syllabus Checklist

KSU faculty should include on their course syllabi all the elements on the checklist below in addition to any other components typically included. The checklist is intended to assure basic content on course syllabi; it is not intended to determine format or sequence of information. There is a sample syllabus template available.

1 <input type="checkbox"/>	Heading of Kennesaw State University. Include college, school and/or department.
2 <input type="checkbox"/>	Academic term with date.
3 <input type="checkbox"/>	Course prefix, number and title.
4 <input type="checkbox"/>	Class meeting time, location, and modality.
5 <input type="checkbox"/>	Instructor's name, email address, office location, office phone number, and office hours schedule.
6 <input type="checkbox"/>	Course Description. This must be the same as the catalog. Include all Catalog listed prerequisites and the number of credit hours.
7 <input type="checkbox"/>	List of required texts, and/or recommended texts, and/or technology requirements.
8 <input type="checkbox"/>	Student learning outcomes. All outcomes need to be measurable and appropriate to the course level. Outcomes should be the same as when the course was approved.
9 <input type="checkbox"/>	Course requirements and assignments. If you require participation and/or attendance as part of a grade, those requirements should be listed here.
10 <input type="checkbox"/>	Grading description and distribution. You must include the methods of evaluation, your grading scale, and a statement on feedback expectations and feedback turnaround time.
11 <input type="checkbox"/>	Course polices. Must include the course attendance policy. May include policies for late work, missed exams, extensions, excused absences, instructor expectations, etc.
12 <input type="checkbox"/>	Department or College specific policies. (optional)
13 <input type="checkbox"/>	All Federal, BOR and KSU Student Policies (or link) found here : https://curriculum.kennesaw.edu/resources/federal bor ksu student policies.php The Academic Integrity statement is required to be on your syllabus.
14 <input type="checkbox"/>	KSU Student Resources (or link) found here: https://curriculum.kennesaw.edu/resources/ksu student resources for course syllabus.php
15 <input type="checkbox"/>	Course calendar – week by week <u>or</u> day by day highlighting specific content, assignments and/or exams .
16 <input type="checkbox"/>	Syllabus should be available in electronic (preferably on D2L) and paper format.



KENNESAW STATE UNIVERSITY

SYLLABUS

COLLEGE NAME

SCHOOL OR DEPARTMENT NAME

PREFIX 0000: COURSE TITLE

ACADEMIC TERM

Course Information

Class meeting time: Day(s) and Time

Modality and Location: Face to Face course; Building and Room Number

Syllabus is posted in D2L

Instructor Information

Name: xxx

Email: xxx

Office Location: xxx

Office phone: xxx

Office Hours: xxx

Preferred method of communication: xxx

Course Description

Include any prerequisites, corequisites, or concurrent prerequisites. Include the number of credit hours. Use the Course description from the catalog.

Course Materials

Required Texts: xxx

Recommended Texts: xxx

Technology requirements: xxx

Learning Outcomes

If a Core Curriculum, (Area A-E) course, use the following language. [Enter course prefix & number] satisfies one of Kennesaw State University's general education program requirements. It addresses the [insert learning outcome title] general education learning outcome(s). The learning outcome states: [insert appropriate learning outcome]. For more information about KSU's General Education program requirements and associated learning outcomes, please visit http://catalog.kennesaw.edu/preview_program.php?catoid=44&poid=5249.

If non-core curriculum course, use the SLO language approved for your course and/or program.

Course Requirements and Assignments

List of each assignment in as much detail as possible. Include course requirements such as participation and/or attendance.

Evaluation and Grading Policies

List any grading policies. You must include a statement on feedback expectations and feedback turn-around time. Explain how grades are to be earned. Be sure to include an evaluation scale. The one below is just one example.

GRADING SCALE:

90% - 100 %	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	E

I will round up grades if they are $>$ or $= .5$ or above, for example, an 89.6 is an A, but 79.2 is a C.

Course Policies

Must include course attendance policy. May include policies for late work, missed exams, extensions, excused absences, instructor expectations, etc.

Department or College Policies

If applicable. Optional section.

Institutional Policies

Federal, BOR, & KSU Course Syllabus Policies:

http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php

Student Resources:

http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php

Academic Integrity Statement:

<http://scai.kennesaw.edu/codes.php>

KSU Student Resources

This link contains information on help and resources available to students:

https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php

Course Schedule

Can be week by week for day by day. Should highlight content covered, assignments, and exams.

Unit 1 Week 1

Tu Jan 8:

Th Jan 10:

Week 2

Tu Jan 15:

Th Jan 17:

Week 3

Tu Jan 22:

Th Jan 24:

Week 4

Tu Jan 29:

Th Jan 31:

Week 5

Tu Feb 5:

Th Feb 7:

Week 6

Tu Feb 12:

Th Feb 14:

Week 7

Tu Feb 19:

Th Feb 21:

Week 8

Tu Feb 26:

Th Feb 28:

Week 9

Tu March 5:

Th March 7:

Week 10

Tu March 12:

Th March 14:

Week 11

Tu March 19:

Th March 21:

Week 12

Tu March 26:

Th March 28:

Week 13

April 2:

April 4:

Week 14

Tu April 9:

Th April 11:

Week 15

Tu April 16:

Th April 18:

Week 16

Tu April 23:

Th April 25:

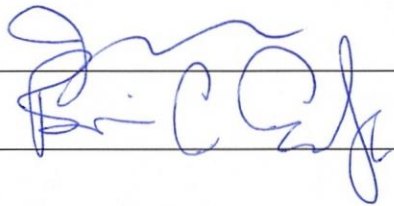
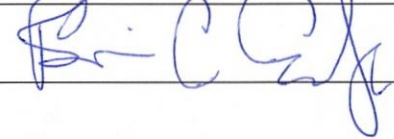


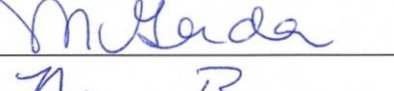
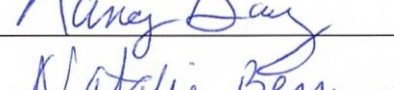
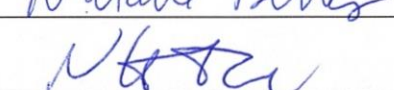
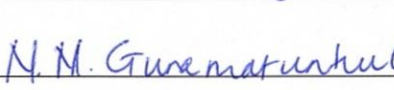

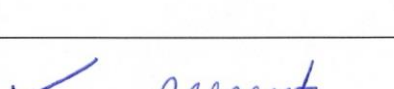
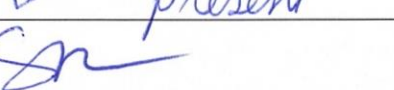



Finals Week

Final Exam:

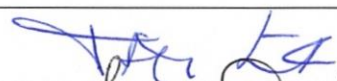
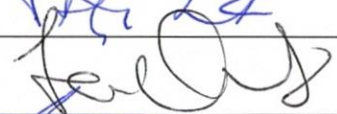
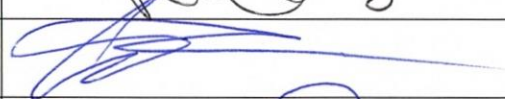
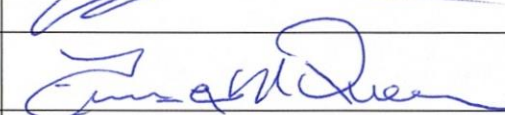
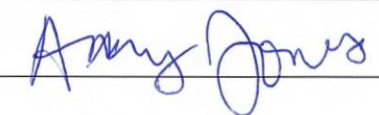
**General Education Council
(September 18, 2019)**

FIRST NAME	LAST NAME	TERM EXPIRES	DISCIPLINE	SIGNATURE
<u>Voting Members</u>				
Alice	Gooding	2020	Anthropology	<i>Alice Gooding</i>
Andrew	Hummel	2021	Southern Polytechnic College of Engineering and Engineering Technology	
Brad	Suther	2021	Geography	<i>Brad Suther</i>
Brendan	Callahan	2021	Bagwell College of Education	<i>B Callahan</i>
Brian	Starks	2021	Sociology	
Bruce	Thomas	2020	Mathematics	<i>Bruce Thomas</i>
Chao	Mei	2021	College of Computing and Software Engineering	
Daniel	Rogers	2020	Psychology	<i>DTR</i>
Debbie	Hutchinson	2020	Art and Design	<i>Debbie Hutchinson</i>
Dorian (Lee)	Jackson	2021	Foreign Languages	<i>Dorian Jackson</i>
Edward	Eanes	2020	Music	Notified Kris DuRocher Absent
Huggins	Msimanga	2020	Chemistry	<i>Huggins</i>
Jeanne	Bohannon	2021	Composition	✓ present
JoAnn	LoVerde-Dropp	2020	Literature	<i>JoAnn LoVerde-Dropp</i>


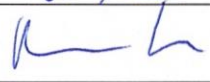

**General Education Council
(September 18, 2019)**

FIRST NAME	LAST NAME	TERM EXPIRES	DISCIPLINE	SIGNATURE
Joy	Brookshire	2020	Biology - Molecular and Cellular	
Brian	Etheridge	0	Honors College	
Margaret	Baldwin Pendergrass	2020	Theatre and Performance Studies	
Matthew	Lapostata	2021	Biology - Ecology, Evolution, and Organismal	
Meredith	Ginn	2020	Communication	
Monica	Gerda	2020	Health Promotion and Physical Education: Coordinator for WELL 1000	
Nancy	Burney	2021	Statistics	
Natalie	Berry	2020	Dance	
Nirmal	Trivedi	2021	First-Year and Transition Studies: First-Year Seminar or Learning Communities	
Nyasha	GuramatunhuCooper	2020	Leadership and Integrative Studies	
Peter	Pittman	2021	College of Architecture and Construction Management	
Prabha	Padukka	2020	Physics	
Ryan	Ronnenberg	2020	History	
Susan	Rouse	2020	Philosophy	

**General Education Council
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FIRST NAME	LAST NAME	TERM EXPIRES	DISCIPLINE	SIGNATURE
Tanja	Link	2021	Criminal Justice	
Thomas	Doleys	2020	Political Science	
Timothy	Mathews	2020	Economics	
Trina	Queen	2021	Interdisciplinary Studies	
<u>Non-Voting Members</u>				
Kris	DuRocher		Faculty Director of General Education and Curriculum Development	
Alice	Pate		Chairs Directors Assembly Representative	
Amy	Jones		Curriculum Support Manager	
Chris	Hutt		Assistant Vice President, Advising	
Jen	Wells		Director, Assessment	
Kevin	Gwaltney		Director, Policy	
Pam	Cole		Associate Vice President for Curriculum	

**General Education Council
(September 18, 2019)**

FIRST NAME	LAST NAME	TERM EXPIRES	DISCIPLINE	SIGNATURE
<u>Guests</u>				
LINDSAY	WILLIAMS	N/A	ENROLLMENT SERVICES	
Raven Knudsen	Knudsen	N/A	Academic Affairs	
Kevin	Gwaltney		Accreditation and Policy	
RACHEL	BLASE		ESS - BCOE	