

**GENERAL EDUCATION ADVISORY COUNCIL MEETING  
MINUTES  
September 27, 2019**

**1. New General Education Designation Requests:**

**ARCH 4100** – Cultural and Technical Evolution of the Egyptian Civilization, requests the “H and I” designations, one-time only, effective Spring 2020.

Members approved the “H and I” designations, one-time only, effective Spring 2020.

**AS 3080** - Contemporary Cultures of the Western World, requests the “H and I” designations, one-time only, effective Spring 2020.

Members tabled pending receipt of a detailed syllabus including an itinerary that explains the locations visited and learning objectives in relation to the designations.

(Arts & Sciences Council Members – Kristen Baum, Tammy Mix, and Cristina Gonzales)

**ENGR 4060** – Cultural and Technical Evolution of the Egyptian Civilization, requests the “H and I” designations, one-time only, effective Spring 2020.

(Crosslisted with ARCH 4100)

Members approved the “H and I” designations, one-time only, effective Spring 2020.

**ENGR 4060** – Technology and Culture of Puerto Rico, requests the “I” designation, one-time only, effective Spring 2020.

Members denied the request as “Puerto Rico” is not considered outside of the U.S.

**HONR 1000** – Flash Fiction, requests the “H and D” designations, one-time only, effective Spring 2020.

Members tabled pending receipt of a detail itinerary describing the daily learning objectives in order to assess if the course meets the 50% threshold for the “D” designation.

(Arts & Sciences Council Members – Kristen Baum, Tammy Mix, and Cristina Gonzales)

**HONR 1000** – Global Warming and Human Use of Earth, requests the “N” designation, one-time only, effective Spring 2020.

Members approved the “N” designations, one-time only, effective Spring 2020.

**HONR 3000** – The Writings of Jane Austen, requests the “H” designation, one-time only, effective Spring 2020.

Members approved the “H” designation, one-time only, effective Spring 2020.

**2. Five Year Review of the H General Education Designation - Approved Pending:**

**LA 3673** – History and Theory of Landscape Architecture, requests continuation of the “H” designation, effective Spring 2019.

2/14/19 - Members approved continuation of the “H” designation pending receipt of a syllabus with evidence that the 10 pages of writing requirement consists of unique work.

9/5/19 - Received updated syllabus.

9/27/19 - Members tabled continuation of the designation pending clarification of the formal, out-of-class writing with feedback and a course syllabus reflecting that the writing is based on the “H” designation.

(Agriculture Council Member – Joe Schatzer)

### 3. **Five Year Review of the H General Education Designations:**

**HIST 3763** – American Southwest, requests continuation of the “H and D” designations, effective Fall 2019.  
3/14/19 - Members approved continuation of the ‘H’ designation, effective Spring 2019.

Tabled the “D” designation pending clarification on the syllabus that at least 50% or more of the course content focuses on diverse issues.

9/5/19 - Received updated syllabus.

9/27/19 – Members tabled the “D” designation as they could not determine from the syllabus if 50% or more of the course was focused on current diversity issues. Members requests additional details on topics in connection to diversity.

(Arts & Sciences Council Members – Kristen Baum, Tammy Mix, and Cristina Gonzales)

**HONR 3023** – Contemporary Cultures of the Western World: Honors, requests continuation of the “H and I” designations, effective Fall 2019.

Members tabled the “H and I” designations pending receipt of a syllabus describing the details of the travel to various places to determine if the course requirements meet the new language for the “H and I” designations.

(Arts & Sciences Council Members – Kristen Baum, Tammy Mix, and Cristina Gonzales)

**TH 3633** – Diverse American Drama, requests continuation of the “H and D” designations, effective Fall 2019.

Members approved continuation of the “H and D” designations, effective Fall 2019.

4. Dr. Martindale mentioned that she has had a request for the General Education Advisory Council members to consider University representation for the “D and I” designations. These individuals would serve as voting members on the General Education Advisory Council.

### 5. **Oklahoma State University Policy # 2-0212 - Approval of General Education Courses**

#### POLICY

1.01 – It was recommended to delete all wording in the paragraph after the first sentence and add to the end of the first sentence “as defined in University Academic Regulations (UAR) 3.4 and 3.5”.

1.02 – It was recommended to change the second sentence to read: “Such submission should be routed through the college based on standing curricular practices, and must carry an endorsement by the appropriate department, or in case of an interdisciplinary offering, the appropriate departments.” Edits made by Dr. Miller: Courses will be forwarded to Academic Affairs for review via Courseleaf (curricular software platform).

1.03 – The following changes were recommended: Courses submitted in accordance with the paragraph above will be reviewed by the General Education Advisory Council (GEAC) to determine if they meet the purpose and requirements for general education course designation. GEAC will recommend to the Vice Provost for Academic Affairs those courses to be listed for general education credit in the catalog. Only courses designated as general education courses or courses approved in individual cases by the Vice Provost for Academic Affairs may be used to meet the general education requirements of the University.

#### PROCEDURES

## Addition of Courses

2.01 - A course syllabus that is being submitted for a new general education designation shall be routed through the College based on standing curricular practices before it is sent to GEAC for Consideration. Requests for general education designations must be submitted to GEAC via Courseleaf.

2.02 - Courses with variable credit (zero ending courses) must be submitted for approval each semester. Variable credit courses with the same title may be approved for a one-time only general education designation three times, after which the department must submit the course for approval as a regular general education course offering with a permanent number.

2.03 - Requests for a new general education designation for a course must be received by GEAC before enrollment for the course begins (i.e., October for spring courses and March for summer and fall courses). GEAC must approve the new general education designation before the first day of class.

2.04 - Courses may only be advertised as general education courses after the course is approved by GEAC.

2.05 - If a course is not approved for a general education designation. If a course is not approved for a general education designation, faculty can resubmit their course for review after addressing the feedback of the committee.

## Deletion of Courses

3.01 If a department wishes to drop a general education designation or delete a course with a general education designation, the department should submit the request via Courseleaf. The deletion will occur 1 year following the formal request.

3.02 A course designated for general education may be challenged by any member of the faculty on the grounds that the criteria or goals for the designation as specified in the most recent version of the document, "General Education Course Area Designations - Purpose and Requirements", have not been met. Such challenges should be made through a college curriculum committee. Challenges may also originate within GEAC.

3.03 GEAC will conduct a review of each challenged course. If there appears to be a reasonable justification for the challenge, an opportunity for a written appeal or hearing will be provided at which proponents of the course may present the case for continued listing. The results of the written appeal or hearing will be considered by GEAC in reaching a recommendation to sustain or delete a course that has been challenged.

3.04 No course may be subject to challenge more often than once in any three-year period.

3.05 Recommendations for deletion, following review by GEAC will be conveyed to the Vice Provost for Academic Affairs, who, upon concurring with the recommendation, will direct that the course in question be deleted from the list of approved courses.

3.06 No deletion of a course can take effect during the semester or summer term during which students have commenced taking the course for general education credit. No deletion can affect general education credit for the course in the case of students who have completed the course prior to the effective date of deletion.

## Review of Courses

4.01 Courses on the approved list for general education credit will be reviewed by GEAC approximately every five years. The format of such review will be determined by GEAC.

4.02 The results of the periodic review may result in continuation or discontinuation of the course designation. The discontinuation of a reviewed course will occur 1 year following the formal review.

4.03 If GEAC recommends that a course be discontinued, faculty can resubmit their course for review after addressing the feedback of the committee.

## Assessment of General Education

5.01 Faculty who teach a course with a general education designation are expected to participate in general education assessment by providing samples of student work in the course. Samples of student work from course assignments and exams may be evaluated by members of a faculty assessment committee to determine students' achievement of general education learning outcomes, not course outcomes. Appropriate steps are taken to protect students' and instructors' privacy, and results are reported only as institutional level data - not by course or department.