

GENERAL EDUCATION ADVISORY COUNCIL MEETING (GEAC)

MINUTES

September 21, 2020

Present: Deni Blum, Jovette Dew, Kaitlyn Holcomb, Michael Holmes, Kelva Hunger, Amy Martindale, Mindy McCann, Tammy Mix, Haley Murphy, Marianna Patrauchan and Jeanette Mendez (chair)

1. **New General Education Designation Requests**

**ARCH 2283** – History and Theory of Architecture II, requests the “H and I” designations, effective Fall 2020. **Members approved the “H” designation, effective Fall 2020.**

**Members approved pending the “I” designation provided receipt of a syllabus with evidence that at least 50% or more of the course focus in the course objectives is on current /present day international culture. Provide an explanation on the syllabus of what is considered to be part of the 50% in order for this to be assessed. (Please highlight or show track changes on additions or revisions to the resubmitted syllabus.)**

**ARCH 3473** – History and Theory of Structures in Architecture, requests the “H” designation, effective Fall 2020.

**Members approved the “H” designation, effective Fall 2020.**

**ENGL 4230** – Literature in Diversity, requests the “H and D” designations, one-time only, effective Spring 2021. **Members approved pending the “H and D” designations provided receipt of a syllabus requiring 10 pages of writing and a description of the referenced “reading journal”. Journaling is not considered formal writing and does not count towards the overall writing requirements. (Please highlight or show track changes on additions or revisions to the resubmitted syllabus.)**

**REL 4330** – Seminar in Biblical Studies – Women and the Bible, requests the “H” designation, one-time only, effective Spring 2021.

**Members approved the “H” designation, one-time only, effective Spring 2021.**

**REL 4050** – Studies in Religion – History of Persian Religion, requests the “H and I” designations, one-time only, effective Spring 2021.

**Members tabled the “H and I” designations pending receipt of a syllabus with evidence that 50% or more of the content is focused on current/present day international content detailed in the learning outcomes or class schedule. Provide an explanation on the syllabus of what is considered to be part of the 50% in order for this to be assessed. Members also noted that clarification of a 10 page formal writing assignment with feedback needs to be evident in the syllabus. (Please highlight or show track changes on additions or revisions to the resubmitted syllabus.)**

2. **Review of the “H” General Education Designations – Approved Pending**

**ENGL 2233** – Writing as a Profession, requests continuation of the “H” designation, effective Fall 2018.

**11/8/18 - Members approved continuation of the “H” designation pending receipt of a syllabus clarifying the 5-page writing requirement.**

**9/21/20 – Members approved continuation of the “H” designation, effective Fall 2020.**

**ENGL 2453** – Introduction to Film and TV, requests continuation of the “H” designation, effective Fall 2018.  
**11/8/18 - Members approved continuation of the “H” designation pending receipt of a syllabus clarifying the 5-page writing requirement.**  
**9/21/20 – Members approved continuation of the “H” designation, effective Fall 2020.**

**ENGL 4263** – Moving Image Aesthetics, requests continuation of the “H” designation, effective Fall 2018.  
**11/8/2018 - Members approved continuation of the “H” designation pending receipt of a syllabus clarifying the 10-page writing requirement.**  
**9/21/20 – Members approved continuation of the “H” designation, effective Fall 2020.**

### **3. Review of the “H” General Education Designations – Tabled Pending**

**ENGL 3463** – History of International Cinema, requests continuation of the “H and I” designations, effective Fall 2018.  
**11/8/2018 - Members tabled continuation of the “H and I” designations pending receipt of a syllabus describing the 10-page writing requirement.**  
**9/21/20 – Members tabled the continuation of the “H and I” designations pending receipt of a syllabus including the recently sent addendum statement added to the syllabus so that the students can know that there is a 10-page writing expectation. The writing with instructor feedback are requirements not optional. The revised syllabus should be received October 12<sup>th</sup>. (Please highlight or show track changes on additions or revisions to the resubmitted syllabus.)**

**PHIL 3623** – Philosophy of Race, requests continuation of the “H and D” designations, effective Spring 2019.  
**4/11/19 - Members tabled pending evidence that the course content focuses 50% or more on diversity issues.**  
**9/21/20 – Members approved continuation of the “H and D” designations, effective Fall 2020.**

**PHIL 3803** – Business Ethics, requests continuation of the “H” designation, effective Spring 2019.  
**4/11/19 - Members tabled pending clarification that the course requires a minimum of 10 pages of writing with instructor feedback on writing assignments.**  
**9/21/20 – Members approved continuation of the “H” designation, effective Fall 2020.**

**PHIL 3843** – Philosophy of Law, requests continuation of the “H” designation, effective Spring 2019.  
**4/11/19 - Members tabled pending clarification that the course requires a minimum of 10 pages of writing with instructor feedback on writing assignments and take home exam.**  
**9/21/20 – Members approved continuation of the “H” designation, effective Fall 2020.**

**PHIL 3933** - Creation and Evolution, requests continuation of the “H” designation, effective Spring 2019.  
**4/11/19 - Members tabled pending clarification that the course requires a minimum of 10 pages of writing with instructor feedback on writing assignments.**  
**9/21/20 – Members tabled pending receipt of a syllabus clarifying the requirements for the “H” designation by providing lecture topics or a class schedule with descriptive. Provide an explanation on the syllabus of what is considered part of the 50% in order for this to be assessed. In-class writing does not count toward the writing requirements. The revised syllabus should be received by October 12<sup>th</sup>. (Please highlight or show track changes on additions or revisions to the resubmitted syllabus.)**

**REL 3223** – The Teachings of Jesus in Historical Context, requests continuation of the “H” designation, effective Spring 2019.  
**4/11/19 - Members tabled pending clarification of the 10-page writing requirement on the syllabus.**  
**9/21/20 – Members tabled pending receipt of a class schedule in order to determine if the course meets the requirements of the “H” designation. Provide an explanation on the syllabus of what is considered**

**part of the 50% in order for this to be assessed. The revised syllabus should be received by October 12<sup>th</sup>. (Please highlight or show track changes on additions or revisions to the resubmitted syllabus.)**

REL 4113 – Islam Cultural Perspectives, requests continuation of the “H and I” designations, effective Spring 2019.

**4/11/19 - Members tabled pending clarification, on the course syllabus schedule, that 50% or more of the course content focuses on contemporary international cultures.**

**9/21/20 – Members tabled pending detailed clarification in the course schedule that 50% or more of the course content focus is on current/present day international cultures for the “I” designation. Provide explanation on the syllabus of what is considered part of the 50%. It is suggested to add more detail to the class schedule in order for this to be assessed. The revised syllabus should be received by October 12<sup>th</sup>. (Please highlight or show track changes on additions or revisions to the resubmitted syllabus.)**

**4. General Education Diversity “D” Designation Discussion**

Dr. Mendez noted that when the decisions were made regarding the “D” Diversity designation, there was support but though the years there has been a need to revisit the meaning and intent of the designation. Some students representing OK STAND UNITED have expressed an interest in wanting to have conversations in regards to the “D” designation as well as waiving of the designation. The President has asked Dr. McClinton and Dr. Mendez to chair the Diversity, Equity, and Inclusion (DEI) Task Force. With this charge is the expectation is that DEI would be incorporated into the curriculum. Dr. Dew noted that students do not understand the differences between the concept of the “D” and “I” and how or why these are waived. Dr. Martindale noted that both the “D and I” are waived if a student is admitted to OSU with an associate’s degree (AA or AS). There is an Oklahoma State Regents for Higher Education (OSRHE) policy stating that students earning an associate’s degree in the state of Oklahoma satisfy all general education requirements. The “D and I” designations are unique to OSU but with students transferring to OSU with an associate’s degree the “D and I” are waived. Dr. Mendez noted that the “D” waivers are not requested frequently and the “I” waivers are submitted for international students and student who have extensive military experience overseas. There are times when waivers are requested for classes taken outside of OSU that appear to share the same content of a course offered at OSU that has been approved for general education credit. The advisors and the college approve all requests for waivers. Dr. Mendez noted that she would like to have the Council’s thoughts in regards to the “D and I” designations. Dr. Dew noted that the OK STAND UNITED group might have the understanding that the diversity designation only encompasses race and ethnicity and not aware of other aspects of the diversity designation. Dr. Mendez will schedule a meeting with the OK STAND UNITED group to discuss these issues. It was noted that modifications maybe necessary to section 6.01 in the policy where it refers to Individual Substitution of General Education Courses. Dr. McCann asked if the policy changes were reviewed by Faculty Council and it was unclear if this had previously been the process but agreed that it should be. Dr. Mendez will talk with Denise Weaver about the process for final approval.

**5. OSU Policy 2-0212 – Approval of General Education Courses**

Dr. Mendez noted that she is not completely sure of the approval status of the policy changes and members noted that they thought that that the policy had been approved at the General Education Advisory Council level. Members agreed that it would be beneficial to add clarification on what is expected on syllabi.

## POLICY

1.01 The Oklahoma State Regents for Higher Education require all undergraduate students to complete at least 40 hours of general education courses. As outlined in University Academic Regulation 3.4 and 3.5. In addition, Oklahoma State University has additional requirements for a Diversity and International Dimension requirement that does not count toward the 40-hour general education requirement.

1.02 Any member of the faculty may submit a course for approval for designation as a general education course. Such submission should be routed through the College based on standing curricular practices, and must carry an endorsement by the appropriate department, or in the case of an interdisciplinary offering, the appropriate departments. Courses will be submitted via the appropriate College curriculum process.

1.03 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 Zero ending courses applying for permanent designation must include a standard course template that demonstrates qualification for the designation even when specific topic is modified. Other, zero ending courses (variable credit) generally 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 The GEAC meeting schedule and course submission deadlines will be published on the Academic Affairs website. Requests for a new general education designation will not be approved after the start of a course.

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, 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 the College curriculum process. 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.

## **6. General Education Substitution Form**

### Individual Substitution of General Education Courses

6.01 Students may request substitution of individual courses (typically transfer courses or courses that pre-dated unique OSU designations) that do not carry a general education designation. Students should submit a course

description and/or syllabus along with a brief explanation of how the course fulfills the criteria and goals for the general education designation.

6.02 Retroactive credit for OSU courses will only be granted in cases where the course was completed prior to the establishment of the required general education designation. For example, D credit was required for degree sheets starting in 2007.

6.03 Petitions for substitution require approval by the student's academic adviser, dean's designee and the Vice President for Academic Affairs.

#### Composition of the General Education Advisory Council (GEAC)

7.01 GEAC is composed of one faculty representative from the Ferguson College of Agriculture; Spears School of Business; College of Education and Human Sciences; and College of Engineering, Architecture and Technology. The College of Arts and Sciences has one representative for the humanities, one for social sciences, and one for natural sciences or analytical & quantitative thought. Diversity-focused academic programs (e.g. Africana Studies, American Indian Studies, Gender and Women's Studies, etc.) will select one representative. School of Global Studies and Partnerships will select one representative. Faculty Council appoints one representative. The Associate Vice President for Undergraduate Education serves as Chair. Representatives from the administration of the College of Arts and Sciences, University Assessment and Testing, and Institutional Diversity serve as non-voting ex-officio members.

7.02 Representatives on GEAC are appointed for three-year terms.

#### Faculty Notification of General Education Advisory Council Actions

8.01 The GEAC representative who are appointed by Faculty Council will give a report during the Faculty Council meeting in May describing the yearly activities of GEAC.

Approved by President Boger, April 26, 1982

Revisions approved by General Education Advisory Council, Instruction Council, Council of Deans and OSU Executive Group, 2007

Revisions approved by Faculty Council May 11, 2010 General Education  
Advisory Council, September 29, 2010 Instruction Council, October 8, 2010  
Council of Deans, October 14, 2010  
Instruction Council,