

TCC General Education Committee Meeting Minutes

Date: Friday, January 14, 2022

Time: 1:00 pm

Location: Virtually via Zoom

In attendance: Barnes, Jordan (Advisor); Bryant, Sandra (PR); Duffy, Debra (SL); Filipski, Natasha (QL)
Fitzgerald, Heather (Librarians); Harris, Elizabeth (adjuncts); Kiracofe, David (Past Chair); Tedrow, Lara (CE)

Absent: Andersen, Marcee (Dean); Emry, Scott (CT); Ferguson, Jennifer (Dean); Thiele, Douglas (WC)

Guests in attendance:

Castro, Marilyn (Full-time faculty-P); Collins, Jim (Adjunct faculty-B); Conner, Bill (Full-time faculty-P);
LaCroix, Sean (Full-time faculty-C); Pastor, Michael (Full-time faculty-B); Roberts, Jim (Full-time faculty-B)

Meeting Summary:

- The General Education Committee (GEC) met via Zoom on Friday, January 14th and quorum was established.
- The GEC approved recommendations that ECO 201 and ECO 202 remain as both general education courses and approved transfer electives.
- The GEC recommended that ECO 210 remain as an approved transfer elective.
- The GEC was unable to review ECO 150 as a general education course due to incomplete documentation. The GEC recommended that ECO 150 receive full approval through the Curriculum Committee and then submit missing documentation (assignments and course syllabi) by March 4th to be reviewed at the April GEC meeting.
- Faculty were in attendance to answer questions about the economics courses.
- The GEC discussed a revised process to encourage all members to engage more equitably with committee work.

I. Call to order

- The meeting was called to order at 1:05 pm. Quorum was established.

II. Guest speakers

- None

III. Review of November Minutes

- The December minutes were approved unanimously.

IV. Reports

- None

V. Open Business

A. Updated Schedule for 2021-2022 Course Reviews

- The Committee reviewed the updated course review schedule for 2021-2022. Current schedule is as follows:

February 11

March 18

April 8

HIS 101, HIS 102, HIS 111, HIS 112, HIS 121, HIS 122

PSY 200, PSY 215, PSY 216

ECO 150 (NEW), PSY 230, PSY 231, PSY 232, PSY 235

VI. New Business**A. Review of ECO Courses**

- Faculty were present to answer questions about the ECO courses.
- The GEC reviewed ECO 201 and ECO 202 as both a general education course and approved transfer elective.
 - A motion was made and seconded regarding a vote on ECO 201 and ECO 202 to remain a general education courses and approved transfer electives.
 - The motion carried with no abstentions or negative votes.
- The GEC reviewed ECO 210 as an approved transfer elective.
 - A motion was made and seconded regarding a vote on ECO 210 to remain an approved transfer elective.
 - A discussion occurred as to continued/future transferability of this course. The GEC will provide feedback to the Dean regarding this specific concern.
 - The motion carried with two abstentions.

B. New Course Proposal-ECO 150

- The GEC was unable to review the proposal that ECO 150 be added as a general education course due to incomplete documentation.
- The GEC recommended that ECO 150 receive full approval through the Curriculum Committee and then submit missing documentation (assignments and course syllabi) by March 4th to be reviewed at the April GEC meeting.

C. Amended process for Course Reviews

- Per the 2021-2022 charge of “Vet new classes that are part of Transfer VA on a rolling basis”, the General Education Committee (GEC) had a discussion and approved a recommendation that all new courses (including Transfer Virginia courses) which are seeking designation as “general education” be reviewed by the GEC using the currently established process of submitting documentation.
- One amendment to the process was made--requiring that courses new to the designation of “general education” receive full approval by the Curriculum Committee, before submitting documentation for review by the GEC.
- This amendment to the process is intended to provide clearer instructions as to when to seek approval from the GEC and allows faculty the planning time necessary to prepare the documentation for the GEC to conduct a review. After a new course receives approval from the Curriculum Committee, the Chair of the GEC should be notified of a request for the GEC to review the course. A Google Drive will then be established where faculty can submit documentation. At this time, the GEC will also schedule the date(s) for a review of the course(s).
- In addition to new course proposals, courses that already have the designation of satisfying general education requirements will be evaluated on a rotating basis so that each course is reviewed at least once in a three-year period.
- The documentation necessary for the GEC to conduct a review of either a new course or an existing course is outlined in the *General Education Course Proposal and Review Worksheet*. This form is requested to be completed for each course being reviewed. In addition to completing the *General Education Course Proposal and Review Worksheet*, new courses must also complete the *General Education Course Proposal Form*.

- Forms are available under the “Resources” section of the GEC’s website.
<https://www.tcc.edu/about-tcc/governance-committees/general-education-committee/>
- The Committee will review the *General Education Course Proposal Guidelines* to reflect the amendment to the process.

D. Updated Process for Committee Work

- Beginning with the February review, GEC members will be assigned to work group teams, who are responsible for reviewing the documentation and providing feedback for select courses.
- All GEC members are still responsible for reviewing all courses up for review, but it is hoped that a teamed approach will assist with division of workload, as well as encourage increased engagement by all members.

VII. Next Meeting(s)

- The next meeting will be on Friday, February 11th 2022 at 1pm via Zoom.
- Future meetings are: Mar. 18, Apr. 8, May 13

VIII. Adjournment

- The meeting adjourned at 3:01 pm.

Minutes prepared by Heather Fitzgerald.