

MINUTES
General Education Committee
November 25, 2025
1:00pm-2:30pm
Montecito Room

Members present: Michelle Hardley (Secretary, Registrar), Jana Mayfield Mullen (Director, Library & Information Services), Tatiana Nazarenko (Dean of Curriculum and Educational Effectiveness), Dave Wolf (Professor of Kinesiology), Telford Work (Chair, Professor of Religious Studies)

Absent: Heather Keaney (Professor of History),

I. Prayer

II. Approval of the minutes from November 11, 2025

The minutes were approved.

III. AN/SOC-155 – Sociology of Global Inequality and Development – Add to Context: Thinking Globally

The GE Committee discussed the proposal. The course was approved for Thinking Globally credit.

This approval will be effective in Spring 2026.

IV. AN/SOC-189 – Sociology of Race and Ethnicity – Add to Common Skills and Emphasis: Justice Reconciliation and Diversity

The GE Committee discussed the proposal. The course was approved for Justice Reconciliation and Diversity credit.

This approval will be effective in Spring 2026.

V. Exploring the Physical Sciences and Exploring the Life Sciences Syllabus Audit

The syllabi sampled have a wide variety of formats and there were a few that Tatiana highlighted as problematic in their structure and content. At this point we are relying on department chairs to orient new faculty to various policies and procedures at the college, including the syllabus template. This orientation may be happening with varying levels of effectiveness.

The committee discussed the best method to pass on the syllabus template and a sample syllabus for the new faculty to use as they are preparing their syllabi? The best place likely is to keep this responsibility with the department chairs, but the GE Committee could be an echo for using these documents in syllabus preparation.

Another suggestion was to add these documents as an agenda item at the first Department Chairs meeting each year. The encouragement could be made for the chair to cover these items with their faculty. We could also recommend that the department's administrative assistants conduct a review of the syllabi in their department and note items that are missing to the respective faculty member for correction.

Telford will send a note to Eileen with feedback on the items the GE Committee is seeing in the GE syllabus audit. The GE Committee is making the following recommendations:

- Include an agenda item in the first Department Chairs meeting to review the syllabus template and give an encouragement to include this as an item in the first departmental meeting.
- Highlight the concern about recycling past syllabi and the need for faculty to check for any changes to the syllabus template since the last offering of the course.
- Suggest the use of the departmental administrative assistant to double check for the required elements in their department's syllabi each semester as they are loading the syllabi into the archive.

The committee approved changing the title of the syllabus guidelines document from "GE Course Syllabus Guidelines" to "GE Course Syllabus Requirements"

The committee discussed each syllabus included in the review. Next steps for providing feedback have been noted in column Z in the "Combined EPS & ELS Syllabi Interrater Scoring_FINAL" document. Ideally the GE Committee members can reach out to their faculty in the next two weeks so that they can update the committee at the next GE Committee meeting

VI. Connecting Critical Thinking ILO Findings to GE Courses: Discussion

This will be discussed in a future meeting.

VII. Other Business

Tatiana noted that the Oral Communication and Written Communication certification documents are now on the GE website. They are currently under the GE

Combined Document on the website as they will not be part of the GE Combined Document until Fall 2026.

Respectfully submitted,

Michelle Hardley