Committee members attending: Samuel Blumer, Janis Brickey, Lando Carter, Warner Cribb, Mark Frame, Jenna Gray-Hildenbrand, Virginia Hemby-Grubb, Rachel Kirk, Ryan Korstange, Kevin Krahenbuhl, Matthew Keylon, Aliou Ly, Tammy Melton, Greg Nagel, Ryan Otter, James Piekarski, Deana Raffo, Laura White

Ex-officio members attending: Chris Brewer, Nita Brooks, Meredith Funderburk (GA), Leah Lyons, Susan Myers-Shirk (Director), Steve Severn

Design team members attending: Michelle Boyer-Pennington**,** Katherine Brackett

Call to Order
The meeting was called to order at 2:00 pm by Lando Carter (vice-chair).

Approval of minutes from September 04, 2020
A motion was made and seconded to accept the minutes. Jenna Gray-Hildenbrand asked for a correction in the spelling of her name. The minutes were approved with the name correction.

Update on General Education Redesign
Susan Myers-Shirk (Gen Ed Director) gave an update on the Gen Ed redesign. Two years ago, the design team went to a Gen Ed institute, conducted focus groups, and came up with potential models or frameworks to consider. Then in fall 2019, they hosted university community town halls for feedback. The team examined all responses and completed a first draft of a few models to consider.

The design team then brought the three models in draft form to the committee in February 2020. They also ran workshops on outcomes in spring 2020. The design team gathered additional responses and drafted a set of outcomes based on university expressed values and information that came from the focus groups. The design team was prepared to bring this to the committee when the pandemic hit in March and the university ceased in-person classes. The process was then paused for the remainder of the spring semester.

During spring 2020, the gen ed committee discussed resources gen ed faculty would need for remote/online teaching. Susan spent the summer developing resources for online/remote teaching to prepare faculty for the fall 2020 semester.

After having conversations with chairs who expressed concerns about departmental involvement in the redesign process, Susan and the design team developed a D2L shell with the intention to create a conversation between departments, chairs, the committee, and the design team. The purpose of the D2L shell is to open a pipeline for communication and interaction. Departments will decide which faculty to involve in this.

Susan gave an overview of the D2L shell which includes a series of modules, discussion boards, and checklists. Appointments with design team will be available via D2L. Chairs, department subcommittees appointed by chairs, the design team, faculty council, student council, and the gen ed committee will have access.

Susan shared a draft of the learning outcomes developed by the design team. The outcomes must be finalized for assessment, even without any design changes.

Susan opened the floor for questions. Jenna Gray-Hildenbrand asked for clarification on the role of the committee compared to the design team or other entities. Susan responded that the committee votes on proposals. The design team is ad hoc with no voting privileges. The committee is involved in the design process. Aliou Ly stated that last year, the design team shared ideas with committee and solicited feedback. Jenna suggested that the president of faculty senate be added to the D2L shell.

Susan said that she envisions that the design team will monitor the D2L shell and ensure that communication is flowing both ways. She said that she expects that the student advisory council will have a separate D2L shell. Samuel Blumer suggested including the student council in the main D2L shell so that they understand the bigger picture of what is going on.

Tammy Melton asked about the timeline. The redesign process is exactly one year behind schedule. The committee will decide on the model in the spring semester. Then options like pathways or first year seminars can begin with the proposal process if they are a part of the model. If there are no changes to the current model, the committee will hone in on outcomes and map them to the current program.

Janis Brickey recommended outlining the timeline with a graphic so that people can see where we are, where we've been, and what's next.

Susan's goal is to release the D2L shell on October 1.

Susan turned the meeting back over to Lando for discussion of operating procedures and thanked Steve Severn for the first draft.

Operating Procedures & Reconsideration of Voting Procedures

Lando shared the most recent draft of the General Education Committee Operating Procedures and thanked Ryan and Steve for working on this and then opened the floor for questions.

Greg Nagel asked about the attendance expectations, suggesting that missing 3 consecutive meetings is a lot considering the important work of the committee. He suggested changing the document to 2 absences. A motion was made and seconded to adopt a change in the policy from three to two consecutive absences. The motion carried with 12 members voting yes.

The latest draft of the Operating Procedures allows for remote/virtual attendance per the discussion at the September 4th meeting. Members discussed concerns about access and verification procedures for voting. Options for verification were discussed. There was a consensus that the method for verification does not need to be included in this document.

A concern was raised about proxy voting if someone is sick and cannot fulfill their duties. Policy 32 allows for that member to be replaced.

A motion was made and seconded that remote/virtual attendance is permitted and that voting during remote/virtual attendance is allowed.   The motion carried with 16 members voting to approve the changes as amended.

Announcements
Susan announced that she will inform the Deans and others that the moratorium on new proposals has been lifted. She expects the committee will receive a couple of proposals for consideration.

With no new business the meeting adjourned at 3:20.

Respectfully submitted by Deana Raffo, Recording Secretary

GENERAL EDUCATION COMMITTEE OPERATING PROCEDURES

Version 1.0a
Steve Severn, Ryan Korstange, & Susan Myers-Shirk

Middle Tennessee State University

TABLE OF CONTENTS

RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Approval Details
Spring 2020	1.0	Draft submitted to UGEC Executive Committee for revision	
09/04/20	1.0a	Draft collaboratively revised at a UGEC committee meeting and distributed to members for approval.	
09/25/2020	1.0a	Submitted for final approval	Approved with minor edits

INTRODUCTION

Document Purpose

The *General Education Committee Operating Procedures* establishes the practices that the Middle Tennessee State University General Education Committee (hereafter "UGEC") shall use when conducting all of its official business functions.

Authority

These procedures are specifically authorized by Section III.D of Reference (1) – see section 1.4 below.

Scope

The procedures set forth in this document apply to any and all formal business conducted by the UGEC. They shall be adhered to by all members of the UGEC and by any members of the University community at large who have cause to bring a matter before the Committee.

References

This document has been prepared in accordance with the guidance and requirements set forth in the following references:

1) *MTSU Policy 32 – University Committees*

2) *Robert's Rules of Order* (found online at www.rulesonline.com)

Committee Membership

Regular members

Per Section IV.A.7.e of Reference (1) [MTSU Policy 32], the UGEC consists of twenty regular members – 18 from the faculty and 2 student members.

Note: From Section III of Reference (1) The chairperson of every committee will be a tenured or tenure-track faculty member with no more than 40% administrative workload unless otherwise specified within this policy [MTSU policy 32].

Ex-officio Members

Section IV.A.7.f(5) of Reference (1) specifically identifies five *ex officio* members of the GEC: the Director of General Education, the Vice Provost for Academic Programs, the Assistant Vice Provost for Institutional Effectiveness, a dean recommended by the Deans' Council, and a department chair, recommended by the Chairs' Council.

Section IV.A.7.f(5) of Reference (1) does not, however, preclude the appointment of additional *ex officio* members, if the GEC desires their inclusion.

Section III.C of Reference (1) defines *ex officio* members of University committees, such as the GEC, as non-voting members.

2.3   Expectations of Members

Participation in the UGEC requires considerable professional judgment and responsibility as well as a dedication to the best interests of Middle Tennessee State University. Membership carries with it a direct charge to act in the best interests of the University community and to maintain open and full communication with the Faculty. When a member is absent without evidence of just cause for two consecutive regularly scheduled committee meetings, the Recording Secretary will inform the General Education Director of the absences. If after investigation just cause has not been provided, the General Education Director will recommend to the UGEC that the seat be declared vacant. Such vacancies, and all other vacancies owing to death, resignation, or other causes, shall be filled for the duration of the unexpired term as expeditiously as possible, according to the provisions of these operational procedures.

Conduct of GENERAL EDUCATION COMMITTEE MEETINGS

In general, UGEC meetings will be conducted in accordance with the guidance set forth in Reference (2) [Roberts Rules of Order].

If, however, any aspect of the guidance established by Reference (2) conflicts with the official MTSU policies and procedures set forth in Reference (1) or elsewhere, University requirements take precedence.

Voting Procedures & requirements

General Voting Procedures

The following procedures and requirements will be observed with regard to voting for all action of the UGEC.

Quorum

At a meeting of the UGEC, a quorum must be present to conduct a vote on any of the items set forth in the committee charge.

The UGEC defines a quorum as more than half of its voting membership. Therefore, given that there are twenty regular members, a quorum is normally 11 voting members. If, however, there are vacancies among the voting membership, the required number for a quorum may be less than 11.

Ex officio members are not counted when determining a quorum.

Use of Secret Ballot

Secret ballot will be used to conduct a vote if any one voting member requests to do so.

In Absentia Voting

Voting members who are unable to attend a UGEC meeting where a vote is conducted may not cast a vote *in absentia*.

Virtual Attendance & Voting

Remote/virtual attendance of UGEC meetings is permitted. Voting during remote/virtual attendance is allowed.

Proxy Voting

Proxy voting is not permissible in the UGEC.

General Education Program Changes

4.2.1 Program Change

The following actions are considered to be a "program change" and must adhere to the voting requirements stipulated in Section IV.A.7.f(3) of Reference (1), and specified further in section 4.2.2 of this document.

- New course proposals

- Course removal

- Any change to the program structure: for example a change in categories or the addition or subtraction of program elements

- Changes to assessment structure and learning outcomes

- Course title changes

4.2.2 Voting procedures for general education

Section IV.A.7.f(3) of Reference (1) establishes the voting requirements for changes to MTSU's General Education program. The policy dictates the following steps:

1) Simple majority of the UGEC is required to move proposals forward to the period of community comment.

2) The period of public comment shall be not less than two weeks.

3) A two-thirds majority of the entire voting membership is required to recommend program changes for implementation.

4.3   Not Program Change

The following modifications do not rise to the level of a program change and therefore will only require a simple majority [of the quorum] for approval.

- Awarding of the general education teaching award

- Receiving of assessment reports

- Any other business not related to program change