

**General Education Committee Meeting**  
**September, 23 2019**  
**GIVE Center Conference Room**  
**2:00 p.m.**

Attendees: N Beasley, M Chiorescu, B Conaway, D Gorzelany-Mostak, S Manian, Y Mehranian,  
A Reuter, J Turner, J Winchester  
Ex-Officio: K Anderson, C Smith  
Guest: S Gangstead  
Regrets: K McGill

- Election of chair and secretary
  - Elected chair, Dana Gorzelany-Mostak
  - Elected secretary, Jeff Turner
- Approval of minutes
  - Minutes from the previous meeting on April 19, 2019 were not reviewed.
- Committee to create Operating Procedures
  - D Gorzelany-Mostak, S Manian, and J Winchester will review operating guidelines/bylaws from University Curriculum Committee and Graduate Councils and report back at next meeting with proposed guidelines.
  - Committee also discussed submission deadlines/routing processes for review of new proposals including
    - Proposals should be submitted to the GEC a minimum of 10 days prior to the date of the meeting in which they will be reviewed.
    - It was reported that Smartsheets is currently not fully functional and that proposals should be submitted from the college deans to the Associate Provost via email.
- Review of Core Curriculum, Forms, and Rubrics
  - The committee reviewed the current core curriculum, each section's required coursework and outcomes, and evaluation processes for proposals of new courses or course sections
  - The committee reviewed the process of approving proposals following the review conducted by GEC and noted that the proposal forms for courses in Areas A and C-E were not available on the GEC website.
- Other
  - The committee briefly discussed the status of proposals recently reviewed by the committee and the process for approval of proposals after the committee's review.
  - A committee member asked about the deadline for review of new GC1Y and GC2Y course section proposals for implementation in the following semester. K Anderson noted that the review must be complete prior to early registration for the semester in which the new course (or course section) will be taught. This usually means that spring semester course offerings must be approved by the September meeting and fall semester course offerings by the February meeting.
  - A committee member asked about document presented by C Spirou at the April 2019 meeting that still needed be reviewed. S Gangstead will follow-up and report back to the committee at its next meeting.
  - A committee member asked about the process for requesting that Georgia College have representation on the USG committee revising the core curriculum.

The meeting adjourned at 2:50 p.m. The next meeting is at 1:00 p.m. on September 20, 2019 in the President's Conference Room.