

Essential Studies Committee Meeting Minutes
Friday, September 27, 2019
1-2 p.m.
Twamley Hall, room 305

Meeting Attendees: Michael Dodge, Karyn Plumm, Chris Felege, Kaelan Reedy, Forrest Ames, Scott Correll, Christina Fargo, Tim Burrows, Wendelin Hume, Mark Jendrysik, and Steven LeMire

1. Approval of Minutes from 8/30/19 and 9/9/19
 - a. 8/30 no changes
 - b. 9/9 no changes
2. Introduction of student members
 - a. Kaelan Reedy – Student Government representative.
3. Student petitions (posted in Bb)
 - a. #6 – World Mythologies – Michael motioned, second, petition denied
 - b. #7 – Quantitative Reasoning – Michael motioned, second, petition approved
4. Revalidation process and assignments – any questions or concerns?
 - a. Karyn posted the process in Blackboard
 - b. Rather than creating subcommittees this year, materials were assigned across the entire committee
 - c. Department liaisons will be Mark, Wendelin, and Heather
 - d. Karyn still working on a final list. 1/3 of the courses are submitted so far. Karyn is looking at everything that is submitted to be sure everything is there and ready for the process to start.
 - e. If you get questions regarding revalidation direct them to the website. The website has the step by step process and an example.
 - f. There has been a folder created in Blackboard by departments and, it shows the courses and what they are currently have validated. Some courses are validated for U or G. We don't have to revalidate those components.
 - g. Each course folder will contain the survey response, the syllabus, and submitted rational for revalidation
 - h. Deadline for submission is Oct 1, hopefully, the goal is to have everything posted in Blackboard by Oct 7. Once everything is posted Karyn will work on spreadsheet for the department liaisons.
5. Assessment proposal (Tim Burrows)
 - a. Proposal 1 thoughts - by using this proposal, we would get the information we need. Instructors can determine if the assignment is going for extra credit or what percent of the grade.
 - b. Proposal 2 thoughts – would give flexibility for faculty, but last year there was an issue with the assignments they didn't all follow the guidelines. The rubrics are hard to read so it may be easier giving them the four options.
 - c. It was decided we will go with Proposal 1, an email will go to all faculty that are teaching a capstone course to request that they add one of these assignments to their syllabus at the beginning of the Spring Semester. Everything must be turned in to Tim by the end of February. Tim and Chris will draft the email that will go to Faculty, email will out from Michael or Karyn.
6. Military courses proposal

- a. 136 total courses that came through 81 were approved in GERTA and 55 left to match to courses that we don't have here.
 - i. 2-24 – band and drawing courses suggest to come in as fine arts course.
 - ii. 25 - Tagalog language course suggest to come in as Language 101
 - iii. 26 -Mandarin suggest to come in as Chinese 101
 - iv. 27-44 - Criminal Investigations, Human Relations, and Intercultural Communication to come in as Social Sciences
 - v. 45-56Anatomy and Physiology, Physics, Geography, etc. suggest to come is as MST
 - b. Michael motioned, second, approved
7. Matters arising
- a. Tim and Michael are attending Gen Education conference at NDSU in two weeks. They will likely discuss Gerta Plus program and Information Technology literacy initiative from Chancellor. They will take notes and bring back information to the committee.

Next Meeting

Monday, October 7, 2019

1-2 p.m.

Twamley Hall, room 305