

**General Education Committee**  
**Approved Minutes**  
**September 8, 2004**

Present: Ron Nickerson, Chair, Gretta Handke, Dick Liebendorfer, Jim Rife, Johnson Afolayan, Warren Sandmann, Kellian Clink, scribe.

Guest: Don Larsson, HLC Task Force Co-Chair

Don came to visit with us about the Higher Learning Commission Accreditation Self-Study process that the university is involved with this academic year. HLC has five major criteria, each with several components upon which colleges and universities are evaluated for accreditation:

1. Mission and Integrity
2. Preparing for the Future
3. Student Learning and Effective Teaching
4. Acquisition, Discovery and Application of Knowledge
5. Engagement and Service

The coursework and assessment of the General Education Curriculum will fall at least under Criterion 3, all components and potentially other Criteria. We discussed the kinds and locations of documents created by and pertinent to General Education that the Accreditation Self-Study Team will need from us. Especially important, it was agreed, was for us to draft a statement of our role in General Education. It was agreed that it was important to detail how our group closes the loop in terms of the assessment process, both by communicating back to the faculty in the post-assessment gatherings we have hosted, and making sure that the recommendations of the GECCIG teams are reported to appropriate administrative units that can give support to those recommendations. One example would be permission granted to cap the Intensive Writing class enrollments without departments being penalized for lower enrollments or FTE figures.

Don described the indexing project he is anticipating, where a mountain of documents will be gathered together and made accessible to the report writers. Some historical and contemporary General Education documentation needs to be part of that. We all agreed that General Education has a good body of documentation about our efforts toward improving our General Education through assessment.

We also agreed we'd work with Don and the Self-Study group as much as possible to get the study completed in a timely manner.

Respectfully submitted,

Kellian D. Clink