

**Sign In Sheet**

**Location: DL Uvalde ESPN 14, DR 301, EP 8**

**General Education Meeting**

**Date: Sep. 21, 2012**

Name	Signature (proxy if DL)
Alvarado, Arnulfo	
Fernandez, Luis	
Garcia, Amada	
Kannan, Subbaraj	
Mancha, Arturo	
Masterson, Nancy	
McKinney, Ann	
Sandoval, Derek	
Santos, Kathy	
Valenzuela, Claudio	
Alejandro, Manuel	
Ortiz, Rosalinda	

## Nominated Courses for Communication:

Foundational Component Area: <b>Communication</b>									
Critical Thinking Skills*									
Communication Skills*									
Empirical and Quantitative Skills									
Teamwork*									
Personal Responsibility*									
Social Responsibility									

\*Minimum requirement objective

### Chapter 4. Rules Applying to All Public Institutions of Higher Education in Texas Subchapter B. Transfer of Credit, Core Curriculum and Field of Study Curricula

**A. Foundational Component Areas with Content Descriptions, Core Objectives and Semester Credit Hour (SCH) Requirements.** Each institution's core curriculum will be composed of courses that adhere to the content description, core objectives, and semester credit hour requirements for a specific component area

I. Communication (6 SCH).

- (A) Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively..
- (B) Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.
- (C) The following four Core Objectives must be addressed in each course approved to fulfill this category requirement: Critical Thinking Skills, Communication Skills, Teamwork, and Personal Responsibility

II. **Core Objectives.** Through the Texas Core Curriculum, students will prepare for contemporary challenges by developing and demonstrating the following core objectives:

- (A) Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- (B) Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication;

- (C) Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
- (D) Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
- (E) Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making; and
- (F) Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**III. Semester Credit Hours Required: 6 SCH**

**B. Institutional Assessment and Reporting**

Each public institution of higher education shall evaluate its core curriculum through the assessment of the core objectives on an ongoing basis, reporting the results of the assessment to the Board every ten years on the schedule that accords with the institution's accreditation reaffirmation self-study report to the Southern Association of Colleges and Schools or its successor. The evaluation and report must include:

- (A) a description of the assessment process for each of the six core objectives;
- (B) an explanation of measures, methodology, frequency and the timeline of assessment activities;
- (C) the criteria and/or targets used to benchmark the attainment of the six core objectives;
- (D) the results of the assessment, including evidence of the level of attainment targeted and achieved for each of the six core objectives;
- (E) an analysis of the results, including an interpretation of assessment information; and
- (F) any actions planned, including how the results and analysis of the assessment process will be used to improve student learning and achievement.

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Division Chair: \_\_\_\_\_

By signing you have acknowledge rules for assessment and the responsibility of reporting assessment for the classes added to the core curriculum.

\*Adopted from Chapter 4 of Rules Applying to all Public Institutions of Higher Education in Texas Subchapter B.

## **General Education Committee (GEC)**

### **Agenda/Minutes**

#### 1. INTRODUCTION:

Meeting was initiated at approximately 3:00pm on Wednesday, January 11, 2012 in the Matthews Conference Room. After a brief welcoming by Dick Whipple, the meeting was preceded by chairperson, Robert Ayala.

#### 2. DISTRIBUTION OF DOCUMENTS

The following readings were distributed to each member on behalf of the chairperson:

- Revising the State Core Curriculum: A focus on 21<sup>st</sup> century competencies*
- Chapter 4. Rules Applying to All Public Institutions of Higher Education in Texas*
- Current Core Curriculum vs. New Core Curriculum*

#### 3. DISCUSSION OF RULES

How meetings will be set up and approval of the core that is introduced by the departments.

#### 4. DISCUSSION OF CHANGES TO CORE CURRICULUM

Brief introduction to the worksheet provided and changes that could impact speech, computer science and kinesiology. Discussion of how approved courses will be susceptible to assessment and how courses will line up with assessment. Possible creation of a rubric for departments to use to determine which classes line up with assessment as well as the new objectives of the core curriculum

#### 5. DISCUSSION OF ASSESSMENT

A unanimous vote was in favor of Math being the first component area to be assessed. And further areas to be discussed in future meetings

#### 6. FURTHER DISCUSSION

- Luis Fernandez- question asked about extending the core curriculum hours beyond 42 hours
- Manuel Alejandro- question regarding the chain of information of core once it is set by the committee
- Portal account- discussion by chair of setting up a portal account for the committee
- IE- Question was asked about IE hours and application of work done for the committee being applied to that, Robert Ayala said he would ask about the number of hours that can be applied
- Secretary appointed, Kathy Santos

#### 7. CLOSING

The next (televised, DL) meeting was scheduled for February 21, 2012 at 11:00am. The meeting concluded at approximately 4:00pm.

General Education Committee  
February 21, 2012 Agenda

- I. INTRODUCTION:
  - a. Address any questions from members concerning the core, last committee meeting.
  - b. Discussion of portal for communication
  - c. Discussion of documents already placed under shared files
  
- II. DISCUSSION OF DEPTMENTAL CONTRACT/RUBRIC
  - a. Math dept. rubric, departmental decisions, signatures
  - b. Modification of “sample” rubric for each dept.
  - c. Representatives meet with dept. & discuss core
  - d. Return contract with classes with classes in place to discuss with committee
  
- III. DISCUSSION OF MATH CLASSES TO BE IMPLEMENTED IN CORE
  - a. Potential issues, concerns
  - b. Discussion of classes in current core
  
- IV. OPEN FLOOR FOR QUESTIONS/CONCERNS
  - a. Discuss next meeting times and dates
  - b. Discuss potential issue of DL vs. Face-to-face meetings
  
- V. ADJOURN MEETING

General Education Committee  
February 21, 2012 Minutes

I. INTRODUCTION:

Meeting called to order at 11:00 a.m.

**a. Address any questions from members concerning the core, last committee meeting.**

-Opening question from member, Subburaj Kannan pertained to student's concerns with textbook prices. It was suggested to address the matter to the textbook committee.

-No further questions at this point.

**b. Discussion of portal for communication**

-Chairperson advised members that a portal account had been set up for retrieving shared files.

-Everyone was encouraged to upload any questions and/or documents they might have that may be beneficial to the committee.

**c. Discussion of documents already placed under shared files**

-Recent documents uploaded to the portal on part of the chairperson: FAQ's, old core curriculum, & math dept. contract rubric.

II. DISCUSSION OF DEPTMENTAL CONTRACT/RUBRIC

**a. Math dept. rubric, departmental decisions, signatures**

-demonstration given by chairperson on how to utilize the "contract rubric"

**b. Modification of "sample" rubric for each dept.**

-highlighted version of rubric posted on the portal 2/22/12 for modification purposes on part of each department

**c. Representatives meet with dept. & discuss core**

-Encouragement by chairperson for departments to meet before mid April

**d. Return contract with classes to discuss with committee**

-Departmental "contract rubrics" should be brought to next meeting on April 20, 2012.

III. DISCUSSION OF MATH CLASSES TO BE IMPLEMENTED IN CORE

**a. Potential issues, concerns**

-Presentation given by Claudio Valenzuela on the summary of math dept meeting. Due to the discovery of concerns regarding prerequisites for potential core math courses, the "contract rubric" remains a work in progress within the math dept.

**b. Discussion of classes in current core**

IV. OPEN FLOOR FOR QUESTIONS/CONCERNS

**a. Discussion next meeting times and dates**

Next committee meeting tentatively scheduled for April 20, 2012 at 3:00p.m. to allow ample time for departmental meetings regarding the core.

**b. Discussion of D.L. vs. face-to face meetings**

Due to time limitations and constraints posed by D.L. meetings, members from EP, DR, & CC sites will be provided with a rental vehicle or mileage reimbursement for traveling to face-to-face meetings on the Uvalde campus.

**\*Questions posed by members:**

Manuel Alejandro: **Q.** Timeline to complete charge?

**A.** Anticipated Fall 2012 convocation

Subburaj Kannan: **Q.** Limit to number of courses within the core?

**A.** No limitation set on amount of courses, however, every class within the core must be assessed.

Arnulfo Alvarado: **Q.** What will happen with classes no longer in the core?

**A.** Potentially used as electives.

Rolando Lira: **Q.**

**A.**

V. ADJOURN MEETING

Meeting adjourned at 12:00 p.m.

General Education Committee  
April 20, 2012 Agenda

- I. INTRODUCTION:
  - a. Welcome and review of last meeting
  - b. Address any questions/concerns of members
  
- II. DISCUSSION OF PROCEDURE FOR CLASS IMPLEMENTATION
  - a. Review Role of the Committee
  - b. Discussion of process for implementation of classes
  
- III. DISCUSSION OF MATH CLASSES TO BE IMPLEMENTED IN CORE
  - a. Review of class and syllabus to be submitted
  - b. Potential issues, concerns
  - c. Discussion of classes in current core
  
- IV. DISCUSSION OF HISTORY CLASSES TO BE IMPLEMENTED IN CORE
  - a. Review of class and syllabus to be submitted
  - b. Potential issues, concerns
  - c. Discussion of classes in current core
  
- V. DISCUSSION OF GOVERNMENT CLASSES TO BE IMPLEMENTED IN CORE
  - a. Review of class and syllabus to be submitted
  - b. Potential issues, concerns
  - c. Discussion of classes in current core
  
- VI. DISCUSSION OF FUTURE FOUNDATIONAL COMPONENT AREAS AND CLASSES TO BE IMPLEMENTED IN CORE
  - a. Discussion of future direction of the FCA
  - b. Discussion of timeline for this task
  
- VII. ADDRESS FURTHER QUESTIONS
  
- VII. ADJOURN MEETING



# General Education Committee Meeting

MINUTES

AUGUST 24, 2012 1PM

MATTHEWS STUDENT CENTER  
CONFERENCE ROOM, UVALDE CAMPUS

<b>MEETING CALLED BY</b>	Robert Ayala
<b>NOTE TAKER</b>	Rosalinda Ortiz
<b>ATTENDEES</b>	See sign in sheet

## Agenda topics

### CORE VOTING PROCESS

ROBERT AYALA

<b>DISCUSSION</b>	How many attendees are needed to approve core classes?	
<b>CONCLUSIONS</b>	Minimum of 8 attendees and at least 75% approval for a class to be approved	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### MATH COMPONENT

CLAUDIO VALENZUELA

<b>DISCUSSION</b>	MATH 1314, MATH 1342, & MATH 1324 WERE RECOMMENDED.	
<b>CONCLUSIONS</b>	MATH 1314, MATH 1342, & MATH 1324 WERE APPROVED INTO THE CORE BY 11-0 VOTE.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### GOVERNMENT AND HISTORY COMPONENT

ARNULFO ALVARADO

<b>DISCUSSION</b>	GOVT 2305 & GOVT 2306 AND HIST 1301& HIST 1302 WERE RECOMMENDED.	
<b>CONCLUSIONS</b>	GOVT 2305 & GOVT 2306 AND HIST 1301& HIST 1302 WERE APPROVED INTO THE CORE BY 11-0 VOTE.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PAPERWORK SIGNED BY DIVISION AND DEPT. CHAIRS NEEDED FOR GOVT AND HIST COURSES PRIOR TO FINAL APPROVAL.	ARNULFO ALVARADO	ASAP

LIFE AND PHYSICAL SCIENCE COMPONENT

ROBERT AYALA

<b>DISCUSSION</b>	BIOL 1360, BIOL 1307, BIOL 1308, BIOL 1309, CHEM 1311, CHEM 1312, CHEM 1301, & CHEM 1302 WERE RECOMMENDED.	
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<b>CONCLUSIONS</b>	BIOL 1360, BIOL 1307, BIOL 1308, BIOL 1309, CHEM 1311, CHEM 1312, CHEM 1301, & CHEM 1302 WERE APPROVED BY 11-0 VOTE	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
CURRICULUM COMMITTEE NEEDS RECOMMENDATION TO CHANGE THE AAS DEGREE TO ANY 4 SCIENCE COURSES INSTEAD OF 2 FRESHMAN AND 2 SOPHOMORE COURSES	LUIS FERNANDEZ	NONE

ASSESSMENT/NEW SYLLABI

ROBERT AYALA

<b>DISCUSSION</b>	NANCY MASTERSON SUGGESTED A GLOBAL ASSESSMENT FOR CRITICAL THINKING AND COMMUNICATION SKILLS ANYONE RECOMMENDING NEW COURSES NEED TO REFLECT NEW CORE OUTCOMES ON PROPOSED SYLLABI AND USE * TO IDENTIFY SPECIFIC CORE REQUIREMENTS	
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<b>CONCLUSIONS</b>	COMMITTEE MEMBERS SHOULD BRAINSTORM IDEAS FOR GLOBAL ASSESSMENT.	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FUTURE BUSINESS

ROBERT AYALA

<b>DISCUSSION</b>	NEXT MEETING DISCUSSION AND APPROVAL OF COMMUNICATION COMPONENT (Rosalinda Ortiz & Arturo Mancha), CREATIVE ARTS COMPONENT (Ann McKinney), LANGUAGE, PHILOSOPHY AND CULTURE COMPONENT (Arturo Mancha) AND BEHAVIORAL SCIENCE COMPONENT (TBA).	
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Future meeting dates: September 21, November 2, & November 30 at 2:30pm

<b>CONCLUSIONS</b>	Sept. meeting will decide parameters for the extra 6 hour optional component area.	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Find someone to recommend courses for Behavioral Science Component	Robert Ayala	ASAP
Committee members need to research parameters for optional component area	everyone	Sept. meeting

# General Education Committee Meeting

## MINUTES

SEPTEMBER 21, 2012 2:30PM

DL UVALDE ESPN 14, EP 8, DR 301

<b>MEETING CALLED BY</b>	Robert Ayala
<b>NOTE TAKER</b>	Rosalinda Ortiz
<b>ATTENDEES</b>	See sign in sheet

### Agenda topics

#### CREATIVE ARTS COMPONENT

ABEL ORTIZ (FOR ANN MCKINNEY)

<b>DISCUSSION</b>	MUSI 1306, ARTS 1301, & DRAM 2361 were recommended.	
<b>CONCLUSIONS</b>	MUSI 1306, ARTS 1301, & DRAM 2361 were approved into the core by 13-0 vote	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

#### SOCIAL BEHAVIORAL SCIENCE COMPONENT

ROBERT AYALA (FOR KATHY SANTOS)

<b>DISCUSSION</b>	ECON 2301, SOCI 1301, & PSYC 2301 were recommended.	
<b>CONCLUSIONS</b>	ECON 2301 tabled approval by a 12-1 vote. SOCI 1301 & PSYC 2301 approved into the core by 13-1 vote.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Invite Economics instructors to give more information about the course at the next meeting to evaluate the ECON 2301.	Robert Ayala	Oct. 12

#### LANGUAGE, PHILOSOPHY, & CULTURE COMPONENT

ARTURO MANCHA

<b>DISCUSSION</b>	ENGL 2307, 2311,, 2322, 2323, 2327, 2328, 2332, 2333 were recommended.	
<b>CONCLUSIONS</b>	13-0 vote to table the courses until further evaluation can be made from Communication and other component areas	

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMUNICATION COMPONENT**

ROSALINDA ORTIZ

<b>DISCUSSION</b>	SPCH 1321/1311 and ENGL 1301 recommended on the agreement that ENGL 1302 would be required in the additional component area	
<b>CONCLUSIONS</b>	13-0 vote to table approval until criteria and consensus could be made about the additional component area.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ADDITIONAL COMPONENT AREA**

ROBERT AYALA

<b>DISCUSSION</b>	1. Any course can be admitted if they match required component areas plus 2 additional areas. 2. Separate the component area into two groups and limit the options. 3. Only consider courses from the old core matrix to be recommended. 4. Nominate a certain number of classes from each discipline.	
<b>CONCLUSIONS</b>	10-2 votes approved splitting the component area into two groups. Further discussion needed on which and how courses would be approved for each group.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**FUTURE BUSINESS**

ROBERT AYALA

<b>DISCUSSION</b>	Possible meeting in October to consider ECON and Additional Component area.	
	Future meeting dates: November 2, & November 30 at 2:30pm	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Set up a date and location for October Meeting	Robert Ayala	

# **Agenda for General Education Meeting**

**October 12, 2012**

- I. Introduction
- II. Aubrey Haynes will address questions and concerns regarding economics in the foundational component area of Social/behavioral Science
- III. Move to vote on economics
- IV. Discuss Component area option
  - a. Evaluation of number of classes to be let in
  - b. Discussion of framework for the option
- V. Questions, concerns, announcements
- VI. Adjourn

# General Education Committee Meeting

MINUTES

~~August 21~~ <sup>Oct 12</sup> 2012

1PM

MATTHEWS STUDENT CENTER  
CONFERENCE ROOM, UVALDE CAMPUS

MEETING CALLED BY	Robert Ayala
NOTE TAKER	Rosalinda Ortiz
ATTENDEES	See sign in sheet

## Agenda topics

### ECONOMICS COURSE DISCUSSION

AUBRY HAYNES

DISCUSSION	Explanation on why economics is considered a Social & Behavioral Science.		
CONCLUSIONS	ECON 2301 was approved into the core by 11-0 vote.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

### ADDITIONAL FOUNDATIONAL COMPONENT AREA REQUIREMENTS

ROBERT AYALA

DISCUSSION	3 classes per division can be recommended into the additional comp. area. Courses recommended must meet the 2+1 criteria for consideration into the core.		
CONCLUSIONS	11-0 vote to approve the above guidelines for acceptance into the additional component area.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Send matrix out to divisions about course recommendations	Robert Ayala		

### FUTURE BUSINESS

ROBERT AYALA

DISCUSSION	NEXT MEETING Nov 2, 2012.		
CONCLUSIONS			

## General Education Committee Agenda

Nov. 2<sup>nd</sup>, 2012

- I. Introduction
- II. Discussion of the Communication Foundational Component Area
  - a. Dialogue and Finalize
  - b. Vote on the classes to be implemented
- III. Review of the Language, Philosophy, and Culture Component Area
  - a. Dialogue and Finalize
  - b. Vote on the classes to be implemented
- IV. Begin review of the Component Area Option
  - a. Allow representative to address committee about classes to be considered for implementation
  - b. Committee will review each class and ensure that they meet the objectives that have been specified to meet
- V. Finalize Core Curriculum for Southwest Texas Junior College (tentative)
- VI. Discuss additional meeting if needed. (Nov 30<sup>th</sup>)
- VII. Adjourn

## General Education Committee Agenda

Jan 10<sup>th</sup> 2013

- I. Introduction
- II. Discussion of components needed for core submission
  - a. Component 1; determine the best action for getting this task done
  - b. Component 2, assessment plan, work on protocol (assessment committee)
  - c. Component 3, discussion and implementation
- III. Discussion of deadlines for the submission of components
- IV. Set meetings for the semester
- V. Questions /Concerns
- VI. Adjourn



# General Education Committee Meeting

MINUTES

JANUARY 10, 2013

1PM

MATTHEWS STUDENT CENTER  
CONFERENCE ROOM, UVALDE CAMPUS

<b>MEETING CALLED BY</b>	Robert Ayala
<b>NOTE TAKER</b>	Rosalinda Ortiz
<b>ATTENDEES</b>	See sign in sheet

## Agenda topics

### DISCUSSION OF COMPONENT AREAS FOR CORE SUBMISSION

ROBERT AYALA

<b>DISCUSSION</b>	Component 1, 2, & 3 needed volunteers to write the document.		
<b>CONCLUSIONS</b>	Component 1 will be written by Arturo Mancha; Nancy will write component 2, Robert will work with Dick Whipple to complete Component 3		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Discuss a whiplware master template for the new core courses	Robert Ayala	ASAP	

### SUBMISSION DEADLINES

ROBERT AYALA

<b>DISCUSSION</b>	March 22- paperwork for each of the core courses due		
	March 26- final draft for the component areas 1, 2, & 3 due to committee		
	May 3-submit final draft		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

### FUTURE MEETINGS

ROBERT AYALA

<b>DISCUSSION</b>	January 29, February 26, March 26, April 23 (Tuesdays at 11am DL to EP & DR)
<b>CONCLUSIONS</b>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Gen Ed Committee Members assigned to complete Master Templates:**

Communication- Arturo Mancha

Math-Richard Davis, Claudio Valenzuela

Life and Physical Sciences- Raj Kannon, Bobby Ayala

Language, Philosophy & Culture- Derek Sandoval, Amy Garcia, Arturo Mancha

Creative Arts- Abel Ortiz, Ann McKinney

Government- Arnulfo Alvarado, Luis Fernandez

Social Behavioral Science- Claudia Sanderlin, Kathy Santos

Optional Component Areas-Rosalinda Ortiz, Manuel Alejandro, Rolando Lara

## General Education Meeting

### Agenda

3/5/2013

- I. Update on components for submission
  - a. Component 1 discussion
  - b. Component 2 discussion
  - c. Component 3 discussion
  
- II. Discussion of Core Curriculum Option Hours
  
- III. Discussion of updates for completion of components
  - a. Review of requirements
  - b. New Deadlines?
  
- IV. Adjourn

## General Education Meeting Agenda

4/4/2013

- I. Introduction
- II. Discuss component option hour
  - a. Review of considerations of administration
    - i. Review choices for the component area option
- III. Discussion of Items required by the coordinating board for the core curriculum
  - a. Discussion of Item 2 –Assessment Plan
    - i. Review policy and procedure for implementing a plan for the core
- IV. Address any questions, concerns, ideas
- V. Adjourn