

**MINUTES**  
CAGLS Board Meeting, October 20, 2007  
AGLS Annual Meeting, Portland, Maine

Present: Board members Emily Johnson, Ed Katz, Richard Schur, Karyn Sproles, David Starrett.  
Guests **Mark Krahling, Lezlie Oachs, Larry Peterson.**

CAGLS President Susan Feiner was not present at the meeting. Board members Johnson and Starrett suggested that Richard Schur, the incoming President, preside over the meeting. The meeting came to order at 7:40 and was led by Schur.

Schur asked if a quorum was present. Starrett stated that according to the bylaws, a quorum consisted of 10% of the membership but with a minimum of ten.

No printed agendas were available; Schur used the electronic version from Starrett's laptop included immediately below.

- I. Approval of Minutes from October, 2006 meeting
- II. Treasury Report – Executive Director
- III. Membership year question
- IV. Clarification of dues
- V. Web site
- VI. Locating Gen Ed administrators at institutions nationally – update
- VII. CAGLS Initiatives
- VIII. Other items?

Schur asked for approval of the minutes from the 2006 CAGLS Board Meeting. Sproles moved for approval, Schur seconded. Motion was passed.

Starrett gave a brief treasury report. He did not have the exact dollar figure in front of him but guessed the total to be around \$3,400. [*the actual amount is \$3,630.54*]. Starrett said that there had been no expenses since October of 2006 and dues from five board members plus three new members had been received in the past year. Starrett did not give the current number of paid members [*number is 36 current and two new members had paid at the meeting and two additional applications for membership had also been received at the meeting*]. Schur asked for approval of the treasury report. Johnson moved for approval, Schur seconded. Motion was passed.

Starrett raised a question about the membership year. The CAGLS bylaws state that the membership year begins the last day of the fall AGLS conference and ends the first day of the fall AGLS conference the following year. It was noted that membership was now two years, and thus the end of the term is the first day of the fall AGLS meeting two years from the start date. CAGLS literature, including the membership form and website membership information lists the membership year as beginning January 1. The board recommended that we be consistent and stick with the definition in the bylaws. It was noted that the bylaws needed to be amended to

include the two year membership period approved by the board **two** years ago. The membership form and web site will be updated with the correct definition of a membership year.

Agenda item IV was skipped as Starrett did not recall why it was on the agenda.

Starrett asked about the web site. He suggested that it needed updating. As Executive Director, oversight of the CAGLS web site is his responsibility. He said that he thought it needed updating. The board discussed updates to the web site. A mentoring program was suggested. This would be a one-on-one mentoring program. The web site could be used as one way to connect new members with experienced general education administrators. The idea is to allow direct communication between a newer administrator and one with experience. The CAGLS listserv goes out to everyone and is thus public and not effective as a tool for frank conversations. CAGLS could have sessions at conferences for members at which a paper discussion would be led, for example papers on faculty development for general education reform. At these sessions membership in CAGLS could be explained and the mentoring program described. Other items that could go on the web site include accreditation body standards at local, regional and national level. For example ABET, AACSB and nursing. It was suggested that a call be sent to members asking for appropriate links in this area. AIS was suggested as a link. Starrett is to put the call out on the CAGLS listserv for more links. It was also suggested that we put CAGLS workshop materials on the web site. Also, a section on working papers posted ahead of paper discussion sessions at conferences was suggested. Also to be included are other useful CAGLS links.

Agenda item VI concerned the search for general education directors and the like nationally. Susan Feiner had agreed to be in charge of this project last year. Board members recalled some follow-up emails and the start of the project, but none were sure the outcome. Schur thought that Susan had come up with a list. In February she said she still needed to verify the NCA [North Central Association] list. The board needs to contact Susan and find out the progress/status of this project. Since Susan was not present at the board meeting, this will be a follow-up item.

The next agenda item was regarding CAGLS initiatives. Starrett asked what does CAGLS do that benefits members. It was suggested that we set an annual goal to benefit members. The panel session led by Johnson, Starrett and Schur on Friday afternoon generated a lot of interest. Maybe expanding the pilot survey that Johnson presented there could be an annual goal for the upcoming year. CAGLS currently has five official initiatives (as listed on the CAGLS web site). The first two initiatives (creation and promulgation of a directory of members and creation of a networking system) are in place. The third initiative, formation of a committee to pursue articulation, has been completed. The board suggested that maybe this was no longer a necessary initiative. The board did not discuss the fourth and fifth initiatives (formation of possible accreditation standards and guidelines, and sharing information about faculty development activities). Schur suggested that the administrative structure panel session content could lead to an initiative. A lengthy discussion on what CAGLS would develop from that occurred. We would need to compile general education oversight structures as well as general education program structures. The CAGLS awards could provide model or example programs. We would have types of models. A third model was suggested; models of how to go through program change. We could provide web links to this. Katz suggested that the CAGLS newsletters

have examples including examples from Katz. With enough examples, we could provide examples of individual programs as well as generic models. We could put these on the listserv and ask for more models and case studies. Links to programs and/or program structures should be put on the membership list for each member. The membership form could be changed to include this in the membership vital information. It was suggested that maybe the initiatives need to formally be updated, perhaps at the next meeting. This brought up the question of the periodicity of meetings. Given that it has become harder to get funding for travel to two conferences per year, maybe we should expect to meet only one per year face-to-face. The bylaws state that the CAGLS holds meetings twice per year, once at AGLS and once at the AAC&U gene ed conference in the spring. The bylaws may need to be changed to reflect an annual meeting only. This impacts rules about staying active on the board.

The last agenda item was open and allowed for other items not already on the agenda.

A question was raised as to whether there should be a CAGLS “table” at the AAC&U conference in the spring (and on). Starrett suggested that the membership application should be part of a more professional brochure that should be created. This and other ad materials could help in publicizing CAGLS and attracting new members. It was decided that we would ask AAC&U for a table at the AAC&U gene ed conference in February in Boston.

Karen Kalla needs an outline of our AAC&U presentation in by November 5<sup>th</sup>. A question was asked as to whether we should just update our standard session or go with something new, like the panel Johnson led. It was suggested that a combination of both of those could be developed. AAC&U will be a 60’ concurrent session.

Starrett asked what we do with membership dues. Typically it goes for travel. It was suggested that we could expand and provide some travel awards. Maybe name a travel award for John Hinni. Where else should dues go? Suggestions included creation of a professional brochure, hiring a web-design person (one time project), a mentoring program lunch at AGLS or AAC&U, or postage for hard-copy surveys for Johnson’s project. It was noted that we still pay Sue Ludwig to provide some clerical functions.

Starrett noted that usually we hold elections at the AGLS CAGLS board meeting. Starrett was unable to find a board membership list with terms listed and needs to ask Bill Jenkins, Susan Feiner or Sue Ludwig about that list. Typically nominations are held ahead of the meeting and elections take place at the meeting. The bylaws allow elections to take place through electronic media. The board decided to put out a call for nominations and hold elections through email. Elections include any board seats open due to members rotating off as well as for President-elect. The executive committee usually has done the nominations in the past. The executive committee will hold an electronic meeting soon after AGLS to discuss the election process.

The meeting was adjourned at 8:30