

## MINUTES OF THE GENERAL EDUCATION DIRECTOR'S BUSINESS MEETING

Saturday, October 14, 1995

1:00 p.m.

*(At the Association for General and Liberal Studies Conference, San Antonio, Texas)*

The meeting was called to order by John Hinni, Southeast Missouri State University. All those present introduced themselves:

Bruce Busby, Carroll College  
Rosemarie Carfagna, Ursuline College  
R. W. Carstens, Ohio Dominican College  
Beth Casey, Bowling Green State University  
John Catau, Southwest Missouri State University  
Clive Cockerton, Humber College  
Dalton Curtis, Southeast Missouri State University  
Barbara Frankle, LeMoyné-Owen College  
Bob Frankle, Memphis State University  
Cecilia Gray, California State University, Sacramento  
Stephen Haley, Shelby State Community College  
William Hanna, Humber College  
Fred Hinson, Western Carolina University  
Fred Janzow, Southeast Missouri State University  
Jacqueline Johnson, Grand Valley State University  
Tom Knapp, Loyola University of Chicago  
Sheldon Kopperl, Grand Valley State University  
Bob Levy, Indiana State University  
Tom Lowe, Ball State University  
Cindy Margolin, San Jose State University  
John Nichols, St. Joseph's College  
Jim Rambeau, Penn State University  
Jim Reynolds, East Texas State University  
David Sigsbee, University of Memphis  
Louis Swift, University of Kentucky  
Vickie Weiss, Oglethorpe University

Hinni distributed the final draft of the Bylaws of the proposed Council for the Administration of General and Liberal Studies. He reviewed the ratification process of the constitution which began with a mailing to the membership in March of 1995. Several parts of document were highlighted including: Article II, Members, dues (if any) are to be determined by the executive board, the organization will be tied by calendar to AGLS annual meetings, voting may be cast by mail, notice of meetings, quorum at meetings. Article III, composition of the Board of Directors, executive committee, and committee structures.

### **Election Report:**

David Sigsbee reported on the election of the Board of Directors. Ballots, which were sent to John Hinni, were transferred unopened to David Sigsbee who together with Barbara and Robert Frankle, opened and counted them. Twenty-six ballots were received the majority of which indicated approval of the constitution. Following is the list of members elected to the Board of Directors:

Rosemarie Carfagna	Ann Leffler
Ann Ferren	Robert Levy
Barbara Frankle	Tom Lowe
Robert Frankle	John P. Nichols
Bill Hanna	David Sigsbee
John Hinni	Louis Swift
Jacqueline Johnson	Vickie Weiss

Tom Knapp

Fred Hinson moved approval of the board members, Louis Swift seconded. Motion was approved unanimously.

Hinni then called a Board of Directors meeting to order and reviewed appropriate provisions in the constitution as follows:

- The name of the organization shall be The Council for the Administration of General and Liberal Studies
- The board of directors determines dues
- The board of directors elects the executive committee

As directed by the constitution the following officers were elected:

- President: John Hinni
- President-Elect: John P. Nichols
- Secretary: Robert Levy
- Treasurer: Vickie Weiss
- Jacqueline Johnson was elected as a member-at-large in lieu of the position of past president

Following a discussion of staggered terms it was determined that officers will have one year terms, board members will have three-year terms and President Hinni will correspond with board members to determine preferences for staggered terms.

It was determined that an informational list of members and a regular membership list will be developed. Following a discussion of dues John Nichols suggested that dues be \$20 per year. This amount was unanimously approved. Dues are for 1995-96 and payable on or after November 1.

Following are items identified as possible activities for this group.

- The need to network/listserve (Hinni)
- Pursue accreditation for general education programs (John Gottcent, Southern Indiana)
- Transfer credit (Levy, Haley)
- Faculty development (Carfagna, Janzow)
- Secondary school articulation (Swift)
- Funding (Karen Schilling)
- Compiling a directory (Hinni)
- Coordinate presentations at future AGLS conferences (Hinni)
- Paring lists for groups (Barbara Frankle)
- Associate with ACAD (Curtis)
- Sessions for first-time directors (Weiss)
- One-page descriptions of general education programs (Carfagna)
- How are people organized (Gray)
- Availability of forms for members to complete regarding program information (Johnson)
- Encourage community colleges in your area to come to AGLS (Haley)
- Set up a hotline for obtaining information (Swift)

Council committees were designated with the following charges and memberships:

Networking: Establish a listserve and promulgate E-mail addresses for all members: Beth Casey and Victoria Weiss

Transfer Credit: Develop collaborative activities designed to facilitate articulation between community colleges and four-year institutions: Bob Levy, Steve Haley, William Hanna, Cindy Margolin

Faculty Development: Gather and promulgate information regarding faculty development resources and activities directed toward general and liberal studies: Rosemarie Carfagna, Barbara Frankle, Fred Janzow, Tom Lowe, David Sigsbee

Directory: Gather and promulgate information relative to the general/liberal education programs at members' institutions with the intent of providing interested individuals and revision committees with information and resources regarding program organization and strengths: Tom Lowe, chair, John Hinni, Jacqueline Johnson, Bob Frankle. This committee will distribute a letter to the membership subsequent to the letter describing the formation of the organization.

Accreditation/Guidelines: This committee is to develop a proposal for discussion concerning possible promulgation of guidelines for general education programs. John Nichols, Bruce Busby, John Gottcent, John Hinni

It was also determined that Barbara Frankle, John Hinni, Jerry Gaff, and Bob Levy would assume responsibility for coordinating future Council meetings as part of the meetings of AGLS, AAC&U, and AAHE.

Levy encouraged the group to find ways to help foster development of general education programs and the maintenance of them; to be supportive to institutions who are developing programs. Guidelines could be developed to provide assistance.

Hinni and Barbara Frankle will work together to coordinate presentations at next year's AGLS conference.

Hinni will report to the AGLS Executive Board and Jerry Gaff.

Hinni announced that Youngstown State University is in the beginning stages of revising their general education program and needs assistance. Lowe and Barbara Frankle offered their support.

Hinni will send a letter to constituents indicating that dues are \$20 per year.

The meeting adjourned at 2:23 p.m.