

**MINUTES OF THE COUNCIL FOR THE ADMINISTRATION OF GENERAL AND LIBERAL STUDIES  
(CAGLS)**

January 30, 1999

*(At the Association of American Colleges and Universities annual meeting, San Francisco, California)*

The meeting was called to order by Bob Levy, Indiana State University. Those attending were:

Robert Badal, Stephens College  
Bill Badley, Middle Tennessee State University  
John Catau, Southwest Missouri State University  
Peter Gold, SUNY Buffalo  
Tom Greenfield, SUNY  
Marianne Hopper, St. Edward's University  
Jerry Gaff, Association of American Colleges  
Fred Janzow, Southeast Missouri State University  
Bill Jenkins, Youngstown State University  
Bob Levy, Indiana State University  
Pat Meckstroth, Illinois State University  
John Nichols, St. Joseph's College  
John O'Connor, George Mason University  
Bob Schneider, Temple University  
David Sigsbee, University of Memphis  
Annette Sisson, Belmont University  
Jane Stephens, University of South Carolina-Spartanburg  
Ronald Vernon, University of Mississippi  
Vicky Weiss, Oglethorpe University

Levy welcomed all and briefly explained the origin and purposes of CAGLS. He emphasized the friendliness and supportiveness of the group for those who administer general education. He asked all to introduce themselves and briefly describe what is happening on their campuses regarding general education programs.

Jerry Gaff asked to modify the agenda and move CAGLS-AACU relationship item up so that he could attend the AACU members' meeting concurrent with this meeting. Approved. Gaff talked about the CAGLS role as a support group, noting that it has been more informal than formal. He expressed support for the formal organization of the group and emphasized that AACU is committed to maintaining a close relationship with CAGLS. He mentioned the possibility of establishing a relationship similar to that between AACU and ACAD. Gaff explained what needs to be done to formally establish a CAGLS-AACU relationship.

Levy called for questions of Gaff by CAGLS participants. Suggestions were made for AACU to increase continuity of focus on general education issues and to plan the AACU conference schedule so that CAGLS and the Asheville or other AACU meetings do not conflict.

Levy called for approval of minutes from the October 17, 1998 meeting. A motion was made and seconded. All approved.

Levy referred attendees to the bylaws, identified the changes made at the October 1998 CAGLS meeting, and noted that, though we wish to remain informal in meetings, formal structure is needed for nonprofit status.

Budget Report: balance of \$1,218.91.

Levy asked attendees to complete the individual membership invoice form and pay 1999 dues. Janzow will receive them and provide receipts.

***New Action Items:***

*Institutional memberships* - Weiss noted the problem with individual memberships is that turnover in general education administrators means no institutional continuity with CAGLS membership. Discussion about soliciting institutional memberships followed. Levy asked for approval of institutional dues. The group supported the idea by acclamation, citing continuity and national identity as benefits. Sigsbee noted that institutional membership would make it easier for past general education administrators to remain active in the group. All supported this. Levy noted that the group supported this class of memberships and asked for clarification. There was discussion of what is the appropriate amount for institutional dues. Levy will develop a proposal for the CAGLS meeting at AGLS in 1999. - Weiss noted the problem with individual memberships is that turnover in general education administrators means no institutional continuity with CAGLS membership. Discussion about soliciting institutional memberships followed. Levy asked for approval of institutional dues. The group supported the idea by acclamation, citing continuity and national identity as benefits. Sigsbee noted that institutional membership would make it easier for past general education administrators to remain active in the group. All supported this. Levy noted that the group supported this class of memberships and asked for clarification. There was discussion of what is the appropriate amount for institutional dues. Levy will develop a proposal for the CAGLS meeting at AGLS in 1999.

Weiss suggested that, because many do not have money for travel, the more web-based contacts and mailings we can do the better. Also suggested was to put a listserv on the web page. She suggested adding the following be added to the web page: FAQ's, program descriptions with links to general education programs at other campuses, a "Lessons Learned" section that users can add information to.

Levy asked for suggestions about what conference services CAGLS should provide for members. It was suggested that informal sessions to discuss problems and solutions and a working discussion session be organized.

Levy asked attendees to help identify critical administrator's issues in general education. The following were identified: freshman year experience courses; capstone courses, faculty valuing of general education vs. major; new faculty orientation, learning outcomes, effects of part-time vs. full-time faculty; faculty development; general education assessment; distance learning; trustees mandates; oral and written communication across general education courses, writing assessment; students' complex lives and schedules; administrative careerism's impact on program vitality and continuity; communication of value of liberal education to a society focused on professional education; impact of transfer on program coherence; accreditation. Levy asked if the group wants to organize sessions at AGLS 99 that focus on some of these themes. The group supported this idea. He then asked for volunteers to develop panels to lead sessions. Stephens and others will get together and inform Janzow regarding what they want to do.

Meeting adjourned.