Gordon Rule Oversight and Writing Across the Curriculum Committee Meeting Minutes
September 29, 2016

Attendees: Wilmer Arrellano, Jen Bartman, Vernon Dickson, Tim Goddard, Kimberly Harrison, Barbara King, Marcy Kravec, Ellen Thompson

Absent: None

1. Election of Committee Chair
Kimberly Harrison and Jen Bartman volunteered to co-chair the committee and members unanimously voted in favor.

2. Establish Schedule for Committee Meetings for the 16-17 Academic Year
The committee will meet every six weeks during Fall 2016 and Spring 2017.

3. Review Course Proposal Forms and Discuss Revisions
The committee reviewed and discussed revising two documents: "Process for Submitting a Course for Gordon Rule Designation" and "Gordon Rule Course Design Checklist."

   A. Committee members suggested the following changes:
   - A consultation with a representative from the WAC program would be the ideal first step in the course proposal process;
   - The course design checklist could be improved by clarifying the evaluation criteria for syllabi and assignment sheets;
   - The course design checklist could also be improved by asking that faculty articulate aspects of their assignment designs that will promote more transparent teaching practices; and
   - Both documents should emphasize that proposals should include syllabi and assignment sheets that meet the criteria set forth in the checklist.

   B. The committee co-chairs will work on incorporating the changes into the revised documents and share them for further review at the next meeting.

 Next Meeting: November 10, 2016