

## General Education Committee

Minutes 10-15-03

GEC members present: Steve Reece (chair, HUM), Solveig Zempel (Associate Dean, IGS), Robert Smith (FA), Dana Gross (NSM), Terry Fitzgerald (SAS), Chris Chiappari (IGS), Erik Fosheim (Student Voting Member)

Other Attendees: Pat Quade (International and Off-Campus Studies), Helen Stellmaker (International and Off-Campus Studies), Sally Gonzales (Registrar), Nanette Schroeder (Registrar)

The meeting was called to order at 3:34 p.m.

- I. Minutes from the October 1<sup>st</sup> meeting were approved.
- II. Since the previous meeting Katherine Baker of the Registrar's Office provided the committee a list of all active courses with their associated GE attributes. The information was provided in an Excel workbook.
- III. The committee discussed the policy of the music department that the attribution of ALS-A requires four quarters in a single instrument. The committee noted that it is the prerogative of a department to determine such requirements for GE attribution. However, the Registrar's office reported that their system is not currently able to track whether partial ALS-A credits are for the same instrument. It was recommended that the Music department pursue this issue as they see fit.
- IV. The committee and its invited guests discussed two internal documents, General Education Accreditation of Transfer Work, and General Education Accreditation of Off-campus Work. Both of these are documents of the General Education Committee. Sally Gonzales and Pat Quade reported that the policies contained in these documents work well in practice for the most part. However, the documents contain a few outdated statements. In addition, several inconsistencies within these documents, and between these documents and the St. Olaf Academic Catalog, were noted.

In response to these comments the committee agreed upon the following changes:

- i) The **Appeals procedures** section of both documents (III.B. of the Transfer Work document and V.D of the Off-Campus work document) will be changed as follows:

*In cases where students believe they should receive a different type or amount of GE credit than what has been authorized through the above procedures, they may appeal the decision to the*

~~Director of General Education~~ **General Education Committee.** An appeal should include available documentation of the work the student completed (transcript, syllabi, examinations, papers, letters from course instructors, and/or any other relevant supporting materials), and a written explanation of how such work meets the guidelines for the requirement(s) the student wishes the work to fulfill. ~~If the student is dissatisfied with the decision of the Director of General Education, he or she may appeal the Director's decision to the General Education Committee as a whole by submitting to the entire committee the materials previously submitted to the Director. Students preparing appeals are encouraged to consult with the Director of General Education or with any individual GEC member in advance of submitting their documents.~~

- ii) Section IV.C.4 of the Off-Campus Work Document will be changed as follows:

***Unaccompanied off-campus programs not approved by St. Olaf:*** The College grants no GE credit for work completed on international programs not approved by St. Olaf. ~~(Note: Individual courses may be taken at colleges or universities abroad for GE credit; these courses fall under the transfer credit provisions described in IV.B. above.)~~

At the recommendation of Dean Zempel, the committee also requests that the Registrar review these documents and offer recommendations as to how they should be reconciled with each other and with the Academic Catalog.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,  
Terry Fitzgerald, Secretary pro tempore