

WESTERN CONNECTICUT STATE UNIVERSITY  
General Education Committee

October 12, 2007  
Haas Library – 2<sup>nd</sup> floor  
**9:00 – 10:00 AM**

**Minutes**

Present: Veronica Kenausis (chair), Daryle Brown, Patty O'Neill, Paula Secondo, Ron Drozdenko, Linda Vaden-Goad, and Robin Flanagan (recording).

1. Appointment of recorder – Robin Flanagan
2. Minutes from Sept. 28, 2007 approved unanimously (Brown, Secondo) with the change of "O'Neil" to "O'Neill".
  - a. Linda Vaden-Goad offered to invite a new student to become the next student representative.
3. Community input & comments (15 minutes) – none.
4. Report from FY Coordinator:
  - a. Veronica Kenausis and Patty O'Neill met with Linda Rinker and Beth Amyot to discuss budget for FY program. Budget allocation will go through Patty O'Neill to Linda Rinker, directly. Important to keep in mind budget trends, salary increases, and need for full-time faculty lines (as passed by UPBC).
  - b. Nine sections of FY courses confirmed at this point for Spring 2008. Aiming for 17 total. Nothing so far from English, Art, Music, CS, WLL, or Writing.
  - c. Need a letter to FY students, department chairs and advisors for Spring Registration.

- d. Patty O'Neill mentioned a grant opportunity (with Rhode Island College) to assess, compare, and train faculty for FY programs, and wondered whether to pursue this.
- e. Asked for help in recruiting more FY sections.

## 5. Old Business

- a. By-laws change to include FY Coordinator. The following changes were approved (Flanagan, Drozdenko) unanimously.
  - i. MEMBERSHIP (10 voting, 1 non-voting)
    - 1. Coordinator, First Year, a fulltime faculty member nominated by the Committee on General Education and appointed by the Provost. The Coordinator shall be responsible for:
      - a. Coordinating the First Year program. The Coordinator shall receive a minimum of six hours of reassigned time per calendar year. Allocation for additional release time hours will be recommended by the Committee on General Education when program growth necessitates it.
      - b. Identifying, recruiting and retaining faculty to teach First Year courses.
      - c. Supporting First Year faculty.
      - d. Working collaboratively with campus constituencies.
      - e. Assessing First Year program impact.
  - ii. CONDUCT OF BUSINESS
    - 1. Regular meetings shall be held at least once a month during the fall and spring semesters. Such meetings shall be held on two Fridays a month at mutually agreed upon times.
  - iii. MINUTES

1. Substitute "Provost" for "Vice President of  
Academic Affairs"

6. New Business

a. Collecting input from departments regarding general education goals, objectives, outcomes: after a brief discussion, this item was postponed to the next meeting.

7. Other Business

8. Adjourn