

Colonnade General Education Curriculum Committee (CGEC)

Report from March 28, 2023

Voting Members Present: Stacey Forsythe, Susan Eagle, Sheila Flener, Cortney Basham, Phillip Gunter, Patricia Todd, Kate Hudepohl

Guest: Jennifer Hammonds, Jessica Dorris, Chris Jensen, Beth Laves, Amy Nemon, Seth Howard, Amy Krull, Leslie North, Mary Bennett, Margaret Crowder, Matt Herman, Marcus Brooks, Royhan Gani

Ex-Officio: Jennifer Hanley, Molly Dunkum, Molly Kerby

Called to order at 3:45pm

Approval of Minutes:

Minutes, February 7, 2023 – Vote: Approved: (6 yes, 0 no, 1 abstain)

Motion to Approve: 1st/2nd: Eagle/Basham

Action Items:

1. Approval of Courses

Colonnade Committee (10)				
Code	Title	Status	Initiator	Received
GEOG 225	GEOG 225: Visualizing Geography	Edited	amy83008	3/2/2023
<p>Motion to approve: 1st/2nd: Flener/Hudepohl Discussion: Nemon gave a brief description. Just basically updating the SLO's. <i>Friendly Amendment – Adding updated syllabus with the artifact in it.</i> VOTE: APPROVED (6 yes, 0 no, 1 abstain)</p>				
<p>Motion to Bundle GEOL 111, 112, 113, 114 – 1st/2nd: Flener/Hudepohl Vote on Bundle – Approved (5 yes, 0 no, 1 abstain) Discussion: Gani gave a brief description, just bringing artifacts forward. Vote: Approved (6 yes, 0 no, 1 abstain)</p>				
GEOL 111	GEOL 111: The Earth	Edited	ryh84947	3/2/2023
GEOL 112	GEOL 112: Earth's Past and Future	Edited	ryh84947	3/2/2023
GEOL 113	GEOL 113: The Earth Laboratory	Edited	ryh84947	3/2/2023
GEOL 114	GEOL 114: Earth's Past and Future Lab	Edited	ryh84947	3/2/2023
GEOG 103	GEOG 103: Our Dynamic Planet	Edited	amy83008	3/2/2023
<p>Motion to approve: 1st/2nd: Hudepohl/Flener</p>				

Colonnade Committee (10)				
Code	Title	Status	Initiator	Received
<p>Discussion: North gave a brief description. Updating Artifacts and syllabus. VOTE: APPROVED (6 yes, 0 no, 1 abstain)</p>				
IDFM 426	IDFM 426: Design Market Trends	Edited	sth51485	3/6/2023
<p>Motion to approve: 1st/2nd: Eagle/Hudepohl Discussion: Howard gave a brief description. Just noticed that it needs to be a single artifact. Will use the daily journal for their artifact. <i>Friendly Amendment – Adding an updated syllabus, defining the artifact. Stacey will update in courseleaf.</i> VOTE: APPROVED (6 yes, 0 no, 1 abstain)</p>				
MUS 324	MUS 324: Queer Music	Added	mtt29959	3/8/2023
<p>Motion to approve: 1st/2nd: Eagle/Flener Discussion: Herman gave a brief description of the new course. Eagle asked if faculty could take the course. Absolutely. VOTE: APPROVED (6 yes, 0 no, 0 abstain)</p>				
CHHS 370	CHHS 370: Local to Global Healthcare Issues	Added	mry83814	3/3/2023
<p>Motion to approve: 1st/2nd: Hudepohl/Eagle Discussion: Bennett gave a brief description of the new course. Eagle asked that it is referenced in different areas as a NURS-370 vs CHHS-370. Bennett explained why. <i>Friendly Amendment – Changed everywhere it says NURS-370 to CHHS-370.</i> VOTE: APPROVED (6 yes, 0 no, 0 abstain)</p>				
SOCL 315	SOCL 315: Public Problem Solving	Edited	dnl14192	3/8/2023
<p>Motion to approve: 1st/2nd: Hudepohl/Basham Discussion: Brooks gave a brief description. Forsythe said there is no mention of artifact in the syllabus. Brooks said they will be using the Annotated Bibliography as the artifact. Requires more information on the Artifact. Brooks will submit a revised syllabus to help. Eagle asked the syllabus itself has the Social Global SLO's instead of Connections. Needs to update the syllabus. Motion to Table – 1st/2nd: Flener/Eagle VOTE: TABLED until next meeting (6 yes, 0 no, 0 abstain)</p>				

2. CCEG Bylaws (Third Reading)

Forsythe explained the changes that were made after the second reading.

Motion to Approve – 1st/2nd: Basham/Flener

Vote: APPROVED (6 yes, 0 no, 0 abstain)

Discussion Items:

1. [Review Guidelines for Applying to Colonnade](#)

Forsythe asked the group if these guidelines need to be changed in any way.
Have a second reading next meeting.

2. Rotation for Colonnade Committee members

- a. Two-year terms; start a rotation

Forsythe asked the group about this and no one knows how it works. She will reach out to Dan Clark.
Forsythe will come up with the rotation pattern.

Old Business:

Last meeting – 3-7-23:

International Experience (Colonnade Connections) Form

Forsythe talked briefly about the changes that have been made. Basically, changing the wording from GLIA to be more inclusive of other units across campus. Such as, CCSA, KIIS, etc.

Friendly Amendment – Complete the required study abroad forms etc. – Tracked changes on the word document that will be sent around.

Motion to approve on email – 1st/2nd: Flener/Eagle

Vote: By email forthcoming (9 yes, 0 no, 0 abstain)

Motion to Approve – 1st/2nd: Flener/Eagle

Vote in person (3-28-23) – Approved (5 yes, 0 no, 1 abstain)

New Business:

1. CGEC Meeting – May 2:

- a. Colonnade Chair Elections for AY23-24
- b. Discussion about Pathways through Connections (Jen Hanley)

Adjourn – 5:15pm 1st/2nd: Hudepohl/Flener

Respectfully Submitted,
Jessica Steenbergen
Colonnade Recorder



BYLAWS OF THE WKU
COLONNADE GENERAL EDUCATION
COMMITTEE

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INTRODUCTION

The Colonnade General Education Committee, hereafter referred to as the *Colonnade Committee*, or CGEC, is a standing committee of the Faculty Senate as defined in part IV-A of the Faculty Senate Charter (Charter of the Faculty Senate, October 2021). Composed of regular and advisory members representing the faculty, administration, and student body, the Colonnade Committee functions as the faculty review body to make recommendations regarding matters pertaining to the Colonnade Program. The Colonnade Committee has four types of responsibilities:

1. To make proposals to the Faculty Senate concerning the structure and content of the Colonnade General Education Program;
 - a. develop and review Colonnade General Education guidelines, policies, performance standards, assessment policies, and course criteria, and
 - b. consider new courses and review existing courses proposed for the Colonnade General Education Program;

2. To verify that courses and policies meet the established Colonnade General Education Program requirements.
 - a. To make proposals to the Faculty Senate concerning the structure and content of the Colonnade General Education Program;
 - b. To develop and review Colonnade General Education guidelines, policies, performance standards, assessment and assessment policies - except when overseen by the Colonnade Director(s) - and course criteria;
 - c. To consider new courses and review existing courses proposed for the Colonnade General Education Program; and
 - d. To verify that courses and policies meet the established Colonnade General Education Program requirements

BYLAWS

I. NAME

The name of the body is Colonnade General Education Committee, hereafter known as the “*Colonnade Committee.*”

II. AFFILIATION

The Colonnade Committee is a standing committee of the Faculty Senate and is subject to the regulations established in the Faculty Senate Charter, Section IV-A.

III. PURPOSE

As per section IV-A of the Faculty Senate Charter, the Colonnade Committee shall have two types of responsibilities: 1) to make proposals to the Faculty Senate concerning general education policies, and 2) to review proposed courses to determine whether they meet established requirements of the Colonnade program.

IV. FUNCTIONS OF THE COLONNADE COMMITTEE

The functions of the Colonnade Committee shall be:

- A. To make proposals to the Faculty Senate concerning the structure and content of the Colonnade General Education Program;
- B. To develop and review Colonnade General Education guidelines, policies, performance standards, assessment and assessment policies - except when overseen by the Colonnade Director(s) - and course criteria;
- C. To consider new courses and review existing courses proposed for the Colonnade General Education Program; and
- D. To verify that courses and policies meet the established Colonnade General Education Program requirements

V. MEMBERSHIP OF THE COLONNADE COMMITTEE

A. COMPOSITION

The membership of the Colonnade Committee is defined by the Senate Charter. Refer to the Senate Charter for specific guidelines.

B. QUALIFICATIONS

Faculty representatives and alternates must be full-time employees of the University who hold faculty rank, instructor and above, excluding visiting professors. The student representative and their alternate must be full-time undergraduate students in good standing with at least one semester in residency at Western Kentucky University.

C. TERMS OF OFFICE

All voting representatives and alternates shall serve a two-year term from August 1 through July 31 and may be elected or appointed to successive terms of office. A rotation of terms was established to prevent all members rolling off of the committee at the same time. During the college caucuses each spring semester, new CGEC members will be elected/appointed as outlined below:

- Odd years: GFCB, LIBRARIES, PCAL, and two AT-LARGE positions

- Even years: CEBS, CHHS, OCSE, and one AT-LARGE position

1. Vacancies

- If a voting member of the Committee is absent from two regularly scheduled Committee meetings during an academic year and fails to provide an alternate, then the Chair may declare the member's position vacant.
- If the position of a senate or at-large representative is declared vacant, the respective Faculty Senate college caucus or college, as appropriate, shall hold a new election.
- If the position of an at-large representative is declared vacant, the Executive Committee of the Faculty Senate shall appoint a new at-large representative.
 - Individuals who are not Senators can serve on the Colonnade Committee if there are vacant At-Large spots.

D. OFFICERS AND THEIR FUNCTIONS

1. Chair

- The Chair, who need not be a Senator, will be elected by the Colonnade Committee from among its voting faculty members and shall preside at all meetings of the Colonnade Committee, set meeting agendas, ensure proper recording of the minutes of each meeting, create ad hoc committees as needed, and appoint members to ad hoc committees.
- The Chair shall oversee editing of Colonnade proposals, prior to their being placed on the Senate Executive Committee or CGEC agenda. Oversight may include returning proposals to the college curriculum committees for further editing and formatting revisions.
- The Chair is responsible for approvals in the Workflow on Course Leaf.
- The Chair shall continue to serve until a new chair is elected.

2. Vice Chair (Optional)

- The Vice Chair, who need not be a Senator, will be elected by the Colonnade Committee from among its voting faculty members.
- The Vice Chair shall perform all of the duties of the Chair in the absence of the Chair and shall assume other duties at the request of the Chair.

3. Recorder

- The Recorder, who need not be a member of the Colonnade Committee, will be appointed by the Chair from the faculty or staff of the University.
- If the Recorder is not a member of the Colonnade Committee, they shall not have voting privileges.
- The Recorder shall keep the minutes for all meetings and shall assume other duties at the request of the Chair.

4. Parliamentarian (Optional)

- The Parliamentarian, who need not be a member of the Colonnade Committee, will be appointed by the Chair.
- If the Parliamentarian is not a member of the Colonnade Committee, they shall not have voting privileges.
- The Parliamentarian shall ensure meetings are conducted according to standard parliamentary procedure and these Bylaws.
- If the Chair has sufficient knowledge of the current version of Sturgis' *Standard*

Code of Parliamentary Procedure, then a Parliamentarian may not be necessary.

VII. ELECTIONS

- A. Faculty Senate representatives to the Colonnade Committee (and alternates) will be elected at the college caucuses as scheduled by the Faculty Senate Executive Committee.
- B. College at-large representatives to the Colonnade Committee (and alternates) will be elected by the end of the spring semester via College/Library election.
- C. The student representative to the Colonnade Committee (and alternate) will be named by the Student Government Association prior to the August meeting of the Colonnade Committee.
- D. Refer to section V.C. for more information on terms in office, etc.

VIII. MEETINGS AND RULES OF PROCEDURE FOR THE COLONNADE AND SUBCOMMITTEES

- A. Regular meetings of the Colonnade Committee shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the committee members. Special meetings of the Colonnade Committee may be called at the discretion of the Chair.
- B. If a Colonnade Committee member or an alternate cannot attend a meeting, that representative may send any member of their college curriculum committee to the meeting.
- C. The agenda for each Colonnade Committee meeting shall be prepared by the Chair. Agenda items must be submitted to the Office of Academic Affairs according to the schedule established by the Chair.
- D. The Colonnade Committee agenda shall be made available on the website at least seven days prior to the meeting.
- E. A quorum shall consist of a simple majority of the voting members of the Colonnade Committee. Once quorum has been met, it shall be presumed for the remainder of the meeting, unless questioned by a member.
- F. Sturgis' *Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Colonnade Committee and any subcommittees formed by the membership.
- G. All meetings of the Colonnade Committee shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the committee at the discretion of the Chair.
- H. On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If at least three members object to making a decision electronically, a meeting shall be called at a time announced by the Chair.
- I. Changes to the Bylaws of the Colonnade require a 2/3 majority vote. Changes to the proposals formats, forms, policies, guidelines, and operational procedures require a simple majority vote.

Colonnade Connections Proposal Form: International Experience

Connections courses are Colonnade's summative learning experiences in which students develop critical competencies through a lens of complex social, global, and systemic issues of concern. Colonnade Connections courses cannot have courses outside of the Colonnade program as pre-requisites.

Relevant definitions:

- A **program proposal** refers to the appropriate proposal form to offer a faculty-led international program (logistics, leadership, etc.) (i.e. GLIA, KIIS, CCSA, etc.)
- A **course proposal** is the academic process to gain approval for the course to be taught on the program.

There are two pathways to submit a course for approval as a Connections: International Experience course:

1. Consecutively:

If a WKU academic department seeks approval for a new course that could be taught by a variety of faculty in different locations, but it is uncertain where/who will lead it initially, it should seek course and Colonnade approval first through the regular [Colonnade curriculum process](#), and then complete the required study abroad program proposal through a WKU-approved, faculty-led, study abroad entity (i.e. GLIA, KIIS, CCSA, etc.) by the deadline for the desired travel term.

2. Simultaneously:

- a. Submit a new course for review through the regular [Colonnade curriculum process](#) including departmental and college approval AND the required study abroad program proposal forms through a WKU-approved, faculty-led, study abroad entity (i.e. GLIA, KIIS, CCSA, etc.)
- b. Complete the study abroad program proposal (through GLIA, KIIS, CCSA, etc.) at the same time. The submitted syllabus should include all requested information for the Colonnade committee (see below).
- c. If your course is already on the books and you now seek Colonnade approval, please revise the course in Course Leaf (full review) and add the required Colonnade documents and information requested by the Colonnade committee (below) to the syllabus submitted as part of your study abroad program proposal and submit for review through the regular [Colonnade curriculum process](#).

International Experience Colonnade Learning Outcomes

Students will leave the USA to immerse themselves in different cultural experiences that build their knowledge of an academic discipline in a new local context to broaden their cultural competencies and understanding of global complexities. Students who complete this course will:

1. Articulate the relationship between ideas, experiences, and place.
2. Develop tools to engage with diverse people in the local cultures.
3. Explore other peoples' values and clarify their own.

Kentucky Graduate Profile Academy Competencies

As part of a CPE initiative, WKU is participating in the Kentucky Graduate Profile Academy which has identified 10 competencies that all Kentucky college graduates should have. Since Colonnade offers students a common learning experience across the university, faculty need to identify which of these competencies students will develop in their class. The 10 competencies are as follows:

1. Communicate effectively.
2. Think critically to solve problems.
3. Apply quantitative reasoning.
4. Interact effectively with people from diverse backgrounds.
5. Engage in civic life to improve society.
6. Adapt to change while leading and supporting others.
7. Exhibit professionalism on the job.
8. Collaborate and work in teams.
9. Apply learning to chosen career.
10. Use information for decision making.

*Courses do not have to incorporate ALL of these competencies but must incorporate at least one. Course proponents should identify those which logically fit into their format, material, etc.

Approval Process

Faculty should fill out the proposal form in its entirety, attach a sample course syllabus, and then upload the document onto Course Leaf for approval. The steps for approval are as follows:

New Colonnade Courses

1. Department—faculty should have their department vote on whether or not they approve the course.
2. College—course goes before the College Curriculum Committee.
3. Colonnade—once it has been approved by both the department and the College Curriculum Committee, it then goes to the Colonnade General Education Committee (CGEC).
4. University Curriculum Committee—after it has been approved by the CGEC, it then goes before the UCC.
5. Senate Executive Committee (SEC)—following approval at the CGEC and UCC, the course then goes before the SEC.
6. University Faculty Senate—following SEC approval it goes before the full University Faculty Senate.
7. Provost—final approval is the Provost’s Office.

Colonnade Connections Course Proposal: International Experience

Proposal Date

Basic Information

Proposal Contact Name:

E-mail:

College:

Department:

Course Details:

1.1 Course prefix (subject area), number:

1.2 Course Title:

1.3 Credit hours:

1.4 Any Foundations pre-requisites?

1.5 Cross-listed and/or equivalent courses (prefix and number):

1.6 How often will this course be offered?

1.7 Is this an existing course? Y N

If yes, when was the last semester it was offered? _____

1.8 Proposed term of implementation?

1.9 Course Modality (In-person, hybrid, online):

1.10 Does this course include an applied/service-learning component?

Course Overview

1. Course Description (50-100 words)
2. If this is a NEW course, please explain how this course provides a multi-disciplinary learning experience that will appeal to a broad student audience beyond majors.
3. If this is an existing course, please explain how it will be adapted to appeal to a broad student audience.
4. Identify your Colonnade Assessment artifact. Please keep in mind that artifacts must demonstrate how students have met the Colonnade Learning Outcomes (CLOs) included in the course proposal and are measurable. Each student in the class should complete this assignment and faculty will submit them for assessment at the end of each semester. Each course should produce only ONE artifact that is completed by all students in the class (NOTE: multiple choice exams, videos/interviews without transcripts, etc. cannot be used for Connections assessments).
5. Please explain how your assessment artifact demonstrates that students have met the International Experience CLOs. Artifacts in the International Experience category will be further evaluated by an assessment committee using a common rubric supplied by the Colonnade Directors to determine if the assessment artifact demonstrates student proficiencies with the CLO(s). Which of the 10 Kentucky Competencies are incorporated into this class? Please explain how they have been incorporated.
6. Does this course have a service/applied learning component? If so, please explain what it is and how it will help students meet the CLOs and 10 competencies. (NOTE: this is NOT a required component so courses that do not have a service-learning component can still be approved as an Explorations course.)
7. Attach a sample course syllabus. The course syllabus must contain provide the Local to Global CLOs on the front page of the syllabus. Additionally, the assessment artifact must be included on the syllabus.