

**MINUTES**  
**General Education Committee**  
**April 23, 2024**  
**3:30 p.m. - 5:00 p.m.**  
**Montecito Room**

**Members present:** David Hunter (Professor of Mathematics), Jana Mayfield Mullen (Director, Library & Information Services), Tatiana Nazarenko (Dean of Curriculum and Educational Effectiveness), Felicia Song (Professor of Sociology), Tara Sturges (Recording Secretary, Associate Registrar), Telford Work (Professor of Religious Studies)

**Guest:** Sarah Skripsky (Associate Professor of English)

**Absent:** Michelle Hardley (Registrar)

**I. Prayer – Jana Mayfield Mullen**

**II. The minutes from April 9, 2024**

The minutes from April 9, 2024, were unanimously approved with minor revisions.

**III. Advanced Strength and Conditioning for Varsity Athletes Syllabus and Submission Form**

After discussion, the committee voted and unanimously approved this course for fulfilling the PEA activity GE requirement. The committee chair will contact the department chair and professor to ask for minor revisions to the syllabus so it will align with GE syllabus requirements.

**IV. SP-200 syllabus; SP-200 Submission Form**

After review and discussion of the course proposal documents, the committee noted several revisions required of the syllabus before the course can be approved. The committee chair will contact the department chair and professor to communicate the requested revisions, and the updated version will be revisited at a future meeting.

**V. Writing-Intensive Syllabus Audit: Sarah Skripsky**

Sarah Skripsky attended the meeting to review the Writing-Intensive Syllabi Audit report, including its findings and limitations. Discussion entailed suggestions for minor language revisions and clarification on the process for delisting currently approved courses.

Actions steps:

- Sarah Skripsky will revise and finalize the report, which will be sent to department chairs.
  - Department chairs will discuss findings with department members and decide whether and which any courses might be delisted. The process for delisting courses from GE categories is published on the Westmont website, and departments will follow the steps to have courses officially delisted.

- Department chairs will send feedback from their department conversations to the Dean of Curriculum and Educational Effectiveness, who will incorporate the information into the Fall 2024 report to Academic Senate.

**VI. Other Business**

None.

Respectfully submitted,

Tara Sturges