Call to Order – Lee Rickords
Meeting called to order at 9:30 a.m.

Approval of Minutes – August 16, 2016
Motion to approve minutes from the September 20, 2016 meeting made by Dean Adams. Seconded by Eddy Berry. Minutes approved.

Course Approvals/Removals/Syllabi Approvals
HIST 3010 (DHA) Approved ................................................................. Brian McCuskey
Motion to approve the DHA designation made by Claudia Radel. Seconded by Ashley Waddoups. Designation approved.

HIST 3481 (DHA) Approved ................................................................. Brian McCuskey
Motion to approve the DHA designation made by Claudia Radel. Seconded by Ashley Waddoups. Designation approved.

MATH 1051 (QL) Approved ................................................................. David Brown
Motion to approve the QL designation made by Claudia Radel. Seconded by Ashley Waddoups. Designation approved.

PHIL 4410 (DHA) Approved ................................................................. Brian McCuskey
Motion to approve the DHA designation made by Claudia Radel. Seconded by Ashley Waddoups. Designation approved

**Business**
Concerns with Student Written Communication Skills
The committee agreed that studies need to be provided to substantiate or refute the hypothesis that some graduates don’t have adequate writing/communication skills. It was suggested that the members gather national data as well as data for other Utah institutions. The committee believes that the students don’t know or think they have a problem. If constructive criticism is not being provided by the faculty students aren’t aware of any problem. Providing a rubric to students to assist with their writing assignments was suggested. Also, using a rubric for consistent grading would be helpful. This is not just a departmental problem but a university-wide issue. Committee members will provide data at the next meeting and the committee will move forward with defining the problem, developing best practices and information university administration.

General Education meetings will now return to the 8:30 – 9:30 a.m. time period.

**Adjourned:** 10:30 am