The SEC meeting was held on Tuesday, January 11, 2005 at 4:00 p.m. in Bailey 202. Members present were Darlene Crone-Todd, Jan Cooper, and Bill Spencer.

Items for future discussion were identified.

1. Possible conferences being held in spring 2005 need to be determined, if SEC is planning to attend.
   b. General education and learning across the curriculum (Feb. 17-19); http://www.aacu.org/meetings/generaleducation/index.cfm. Beverly Moon will be attending this one if someone would like to join her.
   c. Pedagogies of Engagement (April 14-16, Maryland)

2. The committee needs to review the spring 2005 timeline to determine what we have completed and where we need to concentrate. If we are going to administer the QEP student survey, we must make some decisions—do we give it, when, how, should we revise it first, should it be on paper or by computer.

3. One idea is for our current committee to concentrate on writing across the curriculum. Decisions to be made—how are we going to meet this campus-wide initiative, do we start with a survey, how do we improve the writing abilities of our students, should we identify one writing intensive course in each major/college, do we need an enrollment cap on these classes, do we bring in guest speakers and alumni.
4. The increased use of electronic portfolios might create an idea for the future—do they need to be reviewed by a committee of faculty members at certain points to determine progress toward graduation.

5. Our one hour weekly meeting is not enough time to sit, visit, brainstorm and discuss issues. One idea is to meet periodically for coffee (maybe at Java City). Wednesday mornings at 9:00 a.m. was suggested for our weekly meeting. Darlene will contact everyone to determine if this is a good time.

   The next meeting will be held on Wednesday, January 19 at 9:00 a.m. in our Bailey office. Darlene will confirm the date and time. The meeting was adjourned at 5:30 p.m.

   Respectfully submitted,

   Jan Cooper
   Secretary