

General Education Committee 9/3/2026 Meeting Minutes

Members In Attendance:

Tony Baker	Laura Smith	Michael Harrison
Lori Maxwell	Amy Chambers	Alma Nunez
Travis Brummitt	Kimberly Winkle	Scott Christen
Barbara Jared	Krystal Kennedy	Modoluwamu Idowu
Lenly Weathers	Tammy Keylon	Jerri Winningham
Student Representatives:	Brennan Casabier	Elsie Lazalier

Sharon Huo-Executive Officer
Kevin Harris-Resource Person
Jamie Evans-Committee Administrative Services

Guests: Brandi Fletcher and Autumn McDaniel

Absent Members:

Julie Galloway

1. Executive Officer, Sharon Huo called the meeting to order at 3:31 pm.
2. Executive Officer, Sharon Huo asked for a motion to approve the agenda with minor order of events change. Motion was made by Lenly Weathers, Scott Christen seconded. Vote- All in favor, Motion passed.
3. Introductions occurred then Sharon Huo provided background and information regarding the committee.
4. Brandi Fletcher provided an overview of ProcessMaker in reference to transfer credits and general education. This software will connect the institution with the student record by mapping courses the providing a workflow as necessary with a record of the result.
 - a. Tony Baker asked a question regarding cost of the software. Brandi Fletcher provided an estimate of \$40k per year cost with long-term usage potentially temporary due to Banner SaaS implementation.
 - b. Amy Chambers asked a question regarding AI generated description, where is that information pulled from? Brandi Fletcher provided details that the information is pulled from the public facing catalog descriptions. If information is not public, the description will be blank.

5. New Business
 - a. Expected flow of committee-Sharon Huo discussed subcommittee chair and chair responsibilities with process flow.
 - b. Electing committee chair-Sharon Huo asked for nominations for Committee Chair. Lenly Weathers nominated Lori Maxwell, Motion made by Lenly Weathers, Scott Christen seconded. Vote- All in favor, Motion passed
6. Kevin Harris provided an overview of proposed General Education-Flight Foundations website which will pull all Gen Ed information from various locations to the new location under Academic Affairs. This included a request for review and feedback for changes. This website will include the timeline for Gen Ed and University Curriculum Committee submission deadlines. Dr. Harris also asked the subcommittee chairs of Flight Foundations categories that have variable outcomes to provide him a list of which outcomes are required for which course. For example, in Social/Behavioral Sciences, courses must meet (4) of (8) outcomes.
7. Brief discussion was had regarding the General Education policies and procedures with in-depth discussion to occur during the next meeting. Qualtrics form will be submitted for subcommittee evaluation and recommendation with future meetings determined based on received proposals. Additional changes were noted for future meetings; all will be virtual, on Thursdays.
8. Committee Chair, Lori Maxwell asked for a motion to adjourn the meeting at 4:36pm. Motion was made by Kimberly Winkle and seconded by Scott Christen. Motion passed.