General Education Committee - Minutes   Date: September 22, 2021

 Present: Adrianna Simone (Social Justice Studies Faculty Chair; Voting Members: Tess Caldwell (English); Cindy McGrath (Journalism); Robert (Bob) Moore (Science Faculty); Diwa Ramos (Math Faculty); Ryan Tripp (Social Sciences Faculty); Sara Toruno-Conley (English Faculty); Non-Voting members: Natalie Hannum (VP of Instruction and note taker for the meeting), Ryan Pedersen (Dean of Instruction: Math & Sciences)
Absent: Rikki Hall (Director of Admissions & Records)
Guest:

Meeting called to order: 2:33 pm   Location: Online – Zoom Meeting

CURRENT ITEMS
1. Welcome, Public Comment and Announcements
   - Members welcomed by the chair designee for the beginning of the meeting, C. McGrath
   - C. McGrath announces that our former note taker Shondra West has completed her term with GE Committee. GE Committee has not been assigned a new note taker yet.
   - A. Simone announces that remote meetings are allowed by decree of state government for Brown Act meetings.

2. Approval of the Agenda - Action: Approved (M/S: B. Moore/D. Ramos); unanimous

3. Approve Meeting Minutes September 8, 2021 - Action: Approved (M/S: S. Toruno-Conley/D. Ramos); unanimous

4. GE Meetings: Conflicts with SGC
   A. Simone attended last SGC meeting to bring the timing conflict to light. Want to keep on Wednesdays but adjust the time. General discussion around meeting monthly and not twice per month. Work load of the committee is about curriculum analysis. Group landed on twice a month at 1:00pm. Committee committed to starting the new meeting time in spring 2022.

Action: Motion approved: Move meeting time to 1:00 beginning in spring 2022 and to occur on opposite Wednesdays from Curriculum Committee. (M/S: R. Pedersen/C. McGrath); 5 yes and 1 abstain

Point of Order: Non-voting members cannot make a motion. The committee agreed to let the motion and vote stand.

5. GE Tech Review: Boilerplate discussion
   C. McGrath provided examples and background information for the template for tech review. Templates reflect new numbering system and updated language. Some examples have the old areas as reference. Areas are highlighted that show anomalies that should be called out. Discussion about teams working on course review and workflow. If edits are needed, contact Eileen and ask that she put the course back to edit mode, and once done, put it back in the approval queue.
   - A.Simone announced that all committee members will have access to eLumen for behind the scenes GE tech review.

Action: Motion approved: Adopt the boilerplate as the template for GE Tech Review. (M/S: D. Ramos/R. Tripp); unanimous

6. GE Tech Review Training: Evaluating a COOR

A. Simone demonstrated access and workflow of eLumen. GE tech review is at stage 4. A list of COORs and the assigned reviewer was discussed. The process for a course to make it to Tech Review was presented. Reminder to not hit "submit" because it takes it out of the queue and the other reviewers cannot review it. A specific example was pulled for reference and context.

- Discussion about formalizing the Tech Review steps and capturing formally as a process.
- GE Teams: Team 1: Arts & Humanities — C. McGrath and S. Toruno-Conley; Team 2: Social & Behavioral Science/Ethnic & Multicultural Studies — R. Tripp and T. Caldwell; Team 3: Natural Science/Math — B. Moore and D. Ramos
- Teams will work together and split the work equitably among each other.
- Team members will read each other's comments.
- When consensus is reached, they will forward it to the GE Chair.
- The GE chair will be the final reviewer before moving the COOR forward to Stage 5 for the Curriculum Committee.

Action: Motion approved: Adopt the GE Tech Review process and work in GE teams. (M/S: B. Moore/S. Toruno-Conley); unanimous

7. <u>GE Spring 2022 Assessment: Brainstorm assessment procedures & GE Assessment Review: GE assessment report from 2018</u>
Review of the previous model.
- Recommendation by C. McGrath to only look at the GE SLO's that overlap from the old and new model.
- For consideration, gather the data collected over the past five years and write about that.
- Perhaps lean toward a broader perspective and less deep than previous assessment.
- Maybe a simple survey or worksheet.
- Keep it simple but very useful.

<u>Meeting adjourned</u> at 3:56 pm