

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:** Tamara Green (Admissions & Records Assistant, Sr.) designee for Rikki Hall (Director of Admissions & Records); Natalie Hannum (VP of Instruction), Morgan Lynn (English Faculty, Curriculum Chair), and Shondra West (note taker)
Absent: Ryan Pedersen (Dean of Instruction: Math & Sciences)
Guest: Christina Goff (Librarian)

Meeting called to order: 2:30 pm **Location:** Online – Zoom Meeting

CURRENT ITEMS

1. Welcome, Public Comment and Announcements:

- Members welcomed by the chair, A. Simone
- C. McGrath announced that LMC Experience is available online, which students posted their first stories and is accessible at LMCEXperience.com.
- A. Simone announced that the curriculum submission deadline is 9/15.

2. Approval of the Agenda - **Action:** Approved (M/S: B. Moore/R. Tripp); unanimous

3. Approve Meeting Minutes May 12, 2021 - **Action:** Approved (M/S: R. Tripp/B. Moore); unanimous

4. GE Meetings: Conflicts with SGC

The committee discussed whether to change the GE meeting day since it conflicts with SGC effective next year, 2022-23. For this year 2021-22, the meeting day will remain the same, considering that people have committed to the 2nd/4th Wednesday. Also, there are dates when the Chair is double-booked to represent a new program proposal for Ethnic Studies at SGC. The committee brainstormed several ideas about how to handle the GE meeting whenever there is a conflict. Some proposals would work as temporary fixes for this academic year and several proposals were suggested for the 2022-23 academic year:

- Move the meeting to a different Wednesday that doesn't conflict with the curriculum meetings, which they meet on the 1st/3rd Wednesday. Also, M. Lynn, the curriculum chair, will occasionally visit GE to provide eLumen training considering that GE members are part of the curriculum tech review.
- Change the meeting time to mornings anytime during the week
- Have someone fill in for the Chair when there is a scheduling conflict until the GE Chair can return to the meeting
- Change the times on dates when there is a conflict to meet earlier at 1 pm instead of 2:30 possibly
- Switch the meetings to Fridays, which was the original schedule for some time.
- Schedule the meetings from occurring bi-weekly to monthly
- Meet Wednesday afternoons at 1pm starting Fall 2022 since departments are planning their Spring 2022 schedules and submitting scheduling drafts.

In conclusion, the committee agreed to keep the current 2nd and 4th Wednesday schedule as the meeting day and to consider the possibility of meeting monthly or meeting at an earlier timeframe when conflicts

occur. This item will be added to the next agenda for a vote to approve. A. Simone will discuss the change with the meeting time and frequency with SGC and President B. Kratochvil.

5. GE Membership: Open Positions

A. Simone shared the GE open positions and potential members that will join the committee; Cindy McGrath and Tess Caldwell. Both candidates shared their interests in joining the committee. The members agreed to add C. McGrath and T. Caldwell and voted unanimously. A. Simone shared she will forward the names to Academic Senate for vote.

Action: Approved C. McGrath and T. Caldwell to become a GE member (M/S: S. Toruno-Conley/D. Ramos)

6. GE Website: Updates and Revisions

The committee discussed recommendations and changes to the existing GE website. A. Simone and S. West made minor changes to the site before meeting today, yet additional updates are needed based on the committee's feedback. The following suggestion were discussed to modify the site:

- Develop a welcome message for the GE home page
- Upload pictures of the members to create an inviting membership page
- Remove dated information and replace with current versions; e.g., assessment report and documents
- Add a tab that reads agenda and minutes
- Add email links to members individual name
- Remove the "How to" section; e.g., how to upload videos and any instructions
- Add the new GE criteria document and the 2018 assessment report
- Move certain resource items/sections to the assessment page
- Update references to access GE resources using the P: Drive. The drive doesn't exist anymore. Replace the language to include steps how to access assessment documents using the most current path file name
- Add the latest GE philosophy document as its own page and archive the previous one.
- Review the resource tab and make edits by removing dated documents and adding current documents in replace of it
- Add an archive section to house historical documents

The committee voted to make the changes. **Action:** Approved (M/S: C. McGrath/B. Moore); unanimous

7. GE & Library Flex: Fall 2021 Variable Flex or Spring 2022 Flex

A. Simone and C. Goff shared the purpose of the Flex, which A. Simone asked the committee when it should be offered; fall or spring. The committee agreed to offer the flex during spring 2022, considering that more people may attend. The possible days are Tuesday, Wednesday, or Thursday (January 18, 19, or 20). The committee discussed the idea to offer it on two different flex days since there is a wealth of information to share. C. Goff shared that one flex day could focus on library presenting on Information Competency resources for faculty to utilize the Canvas site. To conclude, the committee agreed to submit two different flex proposals; Focused flex and a regular flex scheduled for Tuesday, January 18, 2022, from 9 am – 12:30 pm. The topics would focus on the GE model and the Library's Information Competency.

8. ISLO Core Group update: ISLO definition draft feedback

The committee discussed the ISLO Core Group GE representative. A. Simone asked the committee if the GE Chair should remain to represent the ISLO Core group. In doing so, the chair would hold two seats, IDEA and GE. The committee agreed that a GE member other than the chair would be beneficial to keep the roles separate. In light of this, C. McGrath agreed to become the GE representative. The committee agreed.

A. Simone asked for the committee feedback concerning the ISLO definition. Together the committee provided their suggestions and feedback. As result, the committee worked on making edits to the statement. Any additional edits can be shared via email, which A. Simone will bring back the edited version at the next GE meeting.

9. GE Tech Review Training: GE assessment and eLumen

The committee had an in-depth discussion about the GE Tech review process when using the eLumen software. M. Lynn, curriculum chair, provided a demonstration of how to navigate eLumen as a GE tech reviewer. The demonstration also included an overview of the curriculum tech review process and the approval of COORs at the curriculum committee level. M. Lynn's training was comprehensive because it covered eLumen technical components and how tech reviewers can access information related to the GE process, e.g., review of GESLOs. During the presentation, the committee asked several questions related to the new GE model that's integrated with the eLumen system for evaluation purposes. To conclude, several ideas were shared on how to improve the system, such as adding a feature for tech reviewers to type comments without it disappearing or interrupting the existing eLumen workflow regarding the curriculum committee COOR approval process. A. Simone will follow up and report back at the next GE meeting.

Meeting adjourned at 4:16 pm