

LOS MEDANOS COLLEGE

GE Meeting Minutes

Date: May 13, 2026

Time: 1:00pm-2:25pm

Location: CC2-223/Zoom location: <https://4cd.zoom.us/j/86920639615>

Voting Members Present: Adrianna Simone (GE Chair); Robert (Bob) Moore (Physics); Haydee Lindgren (Counseling) Cindy McGrath (Journalism); David Hlusak (Social Sciences); Sara Toruno-Conley (English Faculty)

Voting Members Joining Remotely: None

Non-Voting Members: Imelda Lares (Admissions and Records); Michele Laruta (Note Taker-OOI) Rikki Hall (Admissions and Records) Guests: None

Absent: Connie Konsavage (Admissions and Records); Diana Gutierrez; Nicole Trager (Dean of Math and Sciences); Matt Escajeda (Math); Nila Adina (Articulation Officer); Natalya Marroquin (Student Member); Dr. A'kilah Smith (VPI)

Meeting Called to Order: 1:07 pm

1. Welcome, Public Comments, and Announcements (3 mins)

- The meeting began with Dr. Simone confirming the following events for Fall 2026 Flex week: (1) the GE Retreat will be on Monday August 17, 10 am – 1 pm for committee members and resource members, (2) the GE Flex Session will be on Wednesday August 19, 1:15 pm – 3 pm open to all faculty, and (3) Academic Senate is having a retreat for Thursday August 20, 3:15 pm – 5 pm.
- *Standing Item:* Approve tele-conference waiver (2 per year per committee): (Action): None

2. Agenda/Minutes: Additions, Deletions, and Revisions (7 mins) (Action)

- GE Agenda for 5/13/26 meeting: Action (M/S: Sara/Bob) 6/0/0 unanimous
- GE Minutes from 4/22/26 meeting: Action (M/S: Bob/Cindy) 5/0/1, Approved with the edit to the bottom of item 5, “vote totals may be affected by late arrivals or early departures”

3. New Business (35 mins) (Information, Discussion, Action)

- **GE Retreat Planning:** Dr. Simone outlined a tentative agenda for the retreat on Monday August 17th from 10 am – 1 pm for committee and resource members. The retreat will consist of check-ins, a working session to finalize outstanding tasks, and provided lunch. Dr. Simone also noted the retreat's content will depend on what work is accomplished during the current GE meeting and over the summer. Cindy raised a procedural issue encountered in the DE committee regarding quorum and teleconference waivers and proposed that at the first meeting of each academic year, the committee vote to pre-approve a standing number of teleconference waivers per member (maximum 2 per year), to avoid a catch-22 where quorum is needed to approve a waiver but cannot be reached. Dr. Simone supported the idea and suggested it also be raised at the Senate level for all committees.
- **GE Flex Session Planning:** Dr. Simone outlined a tentative agenda for the GE flex session on Wednesday August 19th from 1:15 pm – 3 pm for all faculty. Dr. Simone proposed icebreakers and introductions, a PowerPoint walkthrough of the assessment process, and a hands-on workshop for faculty who bring their course materials. The committee suggested that recommending faculty bring their course materials but framing it as optional so as not to deter attendance. Bob recommended that include a brief FAQ slide explaining: (1) Why the assessment is important, (2) Why faculty participation matters, (3) The broader impact of a high response rate, and (4) Information about future opportunities to work on assessments. Dr. Simone mentioned plans to promote the flex session at the department chair's meeting and a message at the all-faculty opening day.
- **Student Survey for GE Program Assessment:** The committee discussed developing a student survey to complement the GE Program Assessment. However, there was no student representative in attendance, so the item is tabled for next meeting. Dr. Simone noted that student representative Natalya had previously contributed ideas for survey questions. Dr. Simone also noted that Title V language from the GE homepage be used as the basis for the survey questions, using a Likert scale (strongly agree to strongly disagree) with an open comment box. The committee determined that LMCAS will be engaged in input and distribution, with a recommendation that the survey could be conducted for one of their first meetings.

4. Previous Business (35 mins) (Information, Discussion, Possible Action):

- **GE Program Assessment:** Most of the meeting was spent reviewing the draft of the GE Program Assessment form and identifying needed revisions. The committee clarified that the end product is data, and the form should guide faculty through the process of collecting that data. Dr. Simone then shared the draft of the Microsoft Form and walked the committee through its current structure. The committee suggested a few edits: (1) Breaking the directions into small, step-by-step increments rather than a large block of text, (2) Including a link to the GE course area listings so faculty can identify which area their course falls under, since many faculty may not know, (3) The sample completed forms be linked within the form under each GESLO area, so faculty can see a completed example relevant to their discipline, (4) The form overview section should include the purpose of the assessment and its connection to accreditation, as this would increase faculty participation, (5) Recording success data can be based on a specific

assignment or overall course success rate, (6) Simplifying success rate with proficient/not proficient binary (based on 70% threshold) rather than a numerical entry, (7) Providing a link to GESLOs and noting that GESLO numbers may vary across older course outlines, to instruct faculty to ignore GESLO numbers and instead match by description, and (8) There needs to be accommodation for courses capturing multiple GESLOs to ensure data can be disaggregated. Dr. Simone also noted the importance of using Microsoft Forms, since using non-district approved tools can cause permission issues for faculty and Office of Instruction. To conclude this discussion, Dr. Simone, Michele, and Matt plan to meet in summer to revise the form and send out to committee members for test feedback. Each committee member is assigned their designated GESLOs to assess using real course data from the Fall 2022-Spring 2026 window. Sample assessments and form feedback will be reviewed at the August 17th GE Retreat.

5. Committee/Task Team Updates (5 mins) (Information): Tabled until the next meeting.

- Academic Senate
- Distance Education
- Teaching and Learning Committee
- Curriculum Committee
- Articulation
- Enrollment Strategy & Planning

* Vote totals may be affected by late arrivals or early departures.