



CALIFORNIA STATE UNIVERSITY, LONG BEACH

General Education Evaluation (GEEC) Meeting Minutes

October 8, 2024

11:00 AM – 1:00 PM

Zoom Link for the Semester: <https://csulb.zoom.us/j/85999865773>

Convening Chair: Tiffini Travis (Tiffini.Travis@csulb.edu)

Members in Attendance: Paskin, Sayegh, Travis, Asvapathanagul, Hedayatipour, Gerard, Wallis, Johnson, A., Shin, Hartzell, Togato, Porras, Washburn, DeWitt, Scepaniski,

1. Call to Order at 11:05AM
2. MSP Agenda at 11:08AM: Sayegh moved/Asvapathanagul seconded/approved anonymously
3. MSP minutes from September 10, 2024 at 11:10AM: Asvapathanagul moved/Wallis seconded/approved anonymously
4. Introduction of two new members: [Giulia Togato \(alternative for a member on sabbatical leave\)](#) and [Diana Porras from Liberal Study](#).
5. Election continued:
 - a. Election of 2024-2025 Vice-Chair and Spring 2025 Secretary:
[Tiffini led the meeting, discussing various topics including an opening for the vice chair position. Tiffini encouraged volunteers for the role, emphasizing the importance of attending executive meetings and working with departments undergoing recertification and assessment. Tiffini also mentioned the need for someone to manage the organization's new web space. However, no volunteers or nominations were received during the meeting. Danny said GEEC could leave the position as vacant until there were nominations or volunteers in the future.](#)

Old Business

6. Recertification Process:
 - a. Proposed automation of Recertification by M. Washburn
 - o GE Recertification Process Development: [Tiffini and Mark discussed the development of a process for the submission and evaluation of course syllabi and SCOs with the aim of making it efficient and high-volume. They proposed a new procedure for GE course instructors to recertify their courses, involving the submission of two documents via DocuSign and a link to a folder](#)

containing the syllabus and SCO. The goal was to automate as much of the recertification process as possible, with the potential for batch processing once everyone was comfortable with it. The team also discussed the promotion of the form usage, with the possibility of voluntary submissions initially, and agreed to focus on department chairs as liaisons for the project to simplify the process and speed up communication.

- **Course Workload and Review Process:** Danny expressed concerns about the workload of the 80 courses per semester and the potential complications of dividing them over a five-year cycle. He also raised the issue of what to do if an old SEO (Statement of Educational Objectives) is not available for a course. Tiffini clarified that new SEOs should be submitted, and the old ones should be mapped to the current GE policy. She also suggested that the 5-year review policy might be amended. Pitiporn asked about the process of reviewing forms, and Mark explained that the forms go to a single email, which can be delegated to multiple reviewers. Charles shared his experience of a rogue chair who took a course off track.

 - **Addressing SEO Quality and Syllabus Compliance:** Charles expressed concerns about the quality of SEOs for their courses, suggesting that they might need to update older versions. Mark agreed, emphasizing the importance of currency for recertification, assuming the current SEO is still aligned with the GE Form. Tiffini suggested that the committee should encourage compliance with the university's syllabi policy, which includes the requirement for including certain information in course syllabi. Andrea confirmed that they share syllabi with new lecturers and include content, but it's not part of the department's requirement. The team agreed that this issue is not limited to lecturers and that they need to standardize their processes.

 - **Course Recertification Strategies and Processes:** Tiffini and Mark discussed strategies for course recertification, including creating a link on their website and sending out announcements to encourage departments to submit their courses. They agreed to start with easier cases and only consider courses eligible for recertification based on a five-year cycle. They also discussed the process of submitting and reviewing documents, with a focus on efficiency and the potential for departments to provide links to their documents. Tiffini expressed concerns about the lack of metadata in archived documents and suggested the need for a proactive approach to changes in the syllabus submission policy. The team agreed to explore the possibility of recertification for eligible courses and to use a new form as a pilot for recertification. Tiffini suggested sending out reminders about the syllabus policy to identify departments with gaps in their submissions. Mark agreed to update the form and provide a date for its readiness.
- b. **A2 recertification timeline:** Tiffini discusses the upcoming recertification process, the need for college representation, and involving department chairs and coordinators in reviewing

syllabi and rubrics for the A2 assessment update. She also mentions forming a subcommittee for training and scoring assignments. Tiffini prefers using Zoom, especially for the norming process, and plans to develop web content. She proposes an initiative to provide information to departments and colleges about ongoing projects and deadlines. Tiffini and Sharlene agree to revisit the idea of a curriculum map for general education, aligning with other CSU institutions. They plan to create a visible working document on the Canvas site for input and critique.

7. A2 Assessment (update) at 12:06PM: All information will be brought to the GEEC executive meeting with the departments offering GE courses. All information will be available by the end of this semester.
8. Committee Feedback at 12:10PM: Zoom was confirmed as the GEEC meeting platform. No GEEC meeting time conflict or proposed changes. Tiffini suggests the in-person meeting would be effective for norm rubric.
9. Subcommittee Assignments - Tabled
 - a. Website subcommittee: needs 3 members.
 - b. GE Assessment Plan subcommittee: gathering and organizing all Sharlene's materials. This will also include curriculum mapping.
 - c. A2 Assessment subcommittee: For GE A2, GEEC representative from CLA should be involved.
10. Adjourn at 12:27PM

Respectfully Submitted,
Pitiporn Asvapathanagul
(these minutes have not yet been approved)