



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

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General Education Evaluation (GEEC) Meeting Minutes

November 12, 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](mailto:Tiffini.Travis@csulb.edu))

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

1. Call to Order at 11:03AM
2. MSP Agenda at 11:05AM: approved anonymously.
3. MSP minutes from October 8, 2024 at 11:05AM: The minutes was amended, changing “SEO” to “SCO”, correction of “Liberal Studies” and excluding “Charles shared his experience of a rogue chair who took a course off track.” The minutes was approved anonymously.
4. Announcements: Tiffini announced that Andrea Johnson self-nominated and had been voted as the new Vice Chair, a decision that was unanimously approved.
5. Recertification:
  - a. Syllabus & SCO Policy (PS 11-07): Tiffini also clarified that the syllabus should include course objectives, learning outcomes, or goals, correcting a previous misstatement. Sharlene added that the policy was written to encompass different terminologies used for learning outcomes, but now these terms have different meanings.

In the meeting, Tiffini discussed the need for updated GE forms and English syllabi, with the aim of having English recertified by the next meeting. She also mentioned the need for a revised GE form and an updated English syllabus, which she hoped to have ready by the second meeting of the next semester. Tiffini also discussed the challenges of coordinating with different departments and decided to send the draft rubric from IPAC to the departments for feedback. Lastly, she mentioned that the original proposed model for departmental meetings would not be implemented, instead opting for individual department feedback.

- b. Instructions for Reviewers

Tiffini discussed the process of recertification for courses, emphasizing the importance of syllabi and the standard course outline. She mentioned that the syllabi would be divided into groups and that Heather from the library's archives department had been instrumental in managing the process. Tiffini also highlighted the need to focus on the student learning outcomes and the subject matter outlined in the syllabus. She clarified that they were not responsible for correcting or policing the entire syllabus, but only the areas related to General Education (GE). Tiffini also mentioned the draft form on Qualtrics and the team members' roles in the process. She set a deadline of December 2nd for the completion of the syllabi review.

Tiffini and Nathan discussed the challenges of updating and aligning course syllabi with the latest General Education Learning Outcomes (GELOs). Nathan, who had previously created a course a decade ago, acknowledged the need for updates and expressed interest in aligning his course with the new GELOs. Tiffini suggested that creating a template for syllabi updates could streamline the process for faculty. They also discussed the potential impact of AI on teaching and the challenges of detecting plagiarism. Nathan agreed to be added to the Canvas group for access to course materials and to assist with the syllabus updates.

- c. **Location of files:** Canvas>GEEC>A2 Recertification>Review Team Folder: Tiffini clarified the process for accessing the Qualtrics link, which would be added to the folder and the group member sheet. She also explained that all team members would review all seven syllabi to ensure consistency and inter-rater reliability. Diana confirmed her understanding of the strategy. Tiffini also mentioned that she would make necessary changes to the folder numbers and add two additional teams. She promised to send an email with instructions once everything was set up. Nathan, who recently joined the committee, was added to the Canvas course and the mailing list.
- d. **Team assignments:** Tiffini discussed the organization of teams for reviewing syllabi, with a potential for five teams. She also introduced a Qualtrics form for all syllabi reviews, aiming to streamline the process. Tiffini sought feedback on the form's criteria, particularly the alignment of syllabi with SCO. She also discussed the possibility of adding a "does not apply" option for certain cases. The team agreed to review the syllabi on Monday, December 2nd, with the aim of discussing the results in the following meeting.

Tiffini discussed the process of reviewing course syllabi for recertification. She explained that each team would use the same form, with different questions for each team, and that the results would be used for the recertification report. Tiffini also mentioned that the form would be created using Qualtrics and that feedback was welcome to improve the wording. She emphasized the importance of ensuring the correct team was selected when filling out the form. Tiffini also mentioned that the form would be designed to allow for easy review of multiple syllabi. No questions or concerns were raised during the meeting.

Tiffini, Sharlene, and Darin discussed the reassignment of committee members. They also discussed the potential reassignment of Andrea to another team. Tiffini mentioned her method of randomly assigning team members using a randomizer but acknowledged that

it could be improved. The team agreed to provide feedback after the reassignment process.

- e. All syllabi Qualtrics ratings must be reviewed by 5pm on Tuesday, December 02.

**Old Business**

- 6. Adjourn at 12:40PM

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