

General Education Evaluation (GEEC) Meeting Minutes
September 10, 2024
11:00 AM – 1:00 PM
Zoom
Convening Chair: Tiffini Travis (Tiffini.Travis@csulb.edu)

Members in Attendance: Paskin, Sayegh, Travis, Johnson, K., Sheridan, Asvathanagul, Hedayatipour, Gerard, Wallis, Johnson, A., Shin, Hartzell

Call to Order just after 11AM

MSP Agenda with two corrections

MSP minutes from May 14, 2024

Before the committee voted on new executive committee, there was some discussion of who is an *ex-officio* and who is a voting member of GEEC. Chair Travis will clarify with the Senate office as there is a discrepancy between the list of members and the notice of voting members in the charge.

The committee then held elections for chair, vice chair, and secretary.

Chair: Travis volunteered to serve as chair for one more year. The self-nomination was accepted and passed.

Vice Chair: Sheridan offered to share duties as Vice Chair, but has competing commitments. The vote for vice chair was postponed until the 9/24 meeting.

Secretary: There were few volunteers, though Asvathanagul volunteered to help this semester only. She mentioned that in her college they have used the AI function within Zoom to take notes. There was some discussion about the efficacy of using AI, which would essentially provide a transcription of the entire meeting. If no one is elected and if AI is not feasible, the Chair will randomly assign a member to take minutes during each meeting.

Old Business

A1 Assessment Report Findings: Sayegh provided a short Power Point discussing the main findings of the committee's assessment of oral communication in Spring 2024. She emphasized that students overwhelmingly were meeting expectations for this skill at the foundational level. She noted the importance of devoting time to norming rubrics. She thanked Nancy Quam-Wickham for building the rubric in Qualtrics to make for a more efficient assessment process. A full report of all the findings is available in Canvas.

Recertification Process (Update): Paskin provided a short overview of recertifications from Spring 2024. He thanked Nancy Quam-Wickham for her meticulous notes as secretary regarding recertification discussions. He emphasized the need to be clear on the methodology used for the recertification process. Chair Travis then added some more information, such as not asking for 10 years' worth of course syllabi and aligning the syllabi submitted to the correct SCO.

Website rollout (Update): Chair Travis asked for a volunteer (or two or three) to help write out specific pages for the website. Information will then be sent to Ann Kinsey in the Senate Office who will upload

to relevant pages. Chair Travis requested that for the 9/24 meeting every member write ONE FAQ for the page.

New Business

Goals for the New Year: Chair Travis shared a document (that she will post to Canvas) articulating goals for assessment and recertification. There was some discussion about both.

Assessment: One suggestion is to have a subcommittee of GEEC members who will build relationships with a representative of each of the departments whose courses will be assessed this year. Another was an extended timeline through Fall '25 or Spring '26. Sayegh expressed some reservations, though the point about multiple demographics of students captured in spring versus a fall term was important. GEEC will reach out to Associate Dean Steimetz to inquire about enrollment in 100B for spring terms.

Chair Travis asked Hartzell if there was any feedback from Communication Studies regarding the first pilot. Hartzell noted that feedback was mostly positive and the department was happy with the results.

Recertification: Chair Travis discussed possible new procedures, particularly in the rare instance of a denial of recertification. There was some discussion about engaging in an expedited review with GEGC. The chair will reach out to the chair of GEGC.

Begin Second Pilot for Written Communication: Most of this discussion was included in the goals' discussion above. The committee will begin by reviewing a rough draft of a rubric.

Assessment Plan for General Education: Chair Travis would like the committee to develop an assessment plan to follow for the next few years. There is a draft of a plan from the first year of GEEC on Canvas and a word document of visual models from other institutions. Chair Travis mentioned a desire to develop a GE curriculum map. Sayegh mentioned a model that was piloted at Cal Poly Pomona last year.

Committee Feedback: Chair Travis will be distributing a survey (anonymized) to the committee members. This survey will ask members about preferred meeting days, times, and modality amongst other things.

The meeting was adjourned at 12:31 PM

Respectfully Submitted,

Sharlene Sayegh

(these minutes have not yet been approved)