



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

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General Education Evaluation (GEEC) Meeting Minutes

December 10, 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 11:01AM
2. MSP Agenda at 11:02AM: approved anonymously.
3. MSP minutes from November 12, 2024 at 11:05AM: Amended minutes was moved, seconded and approved.
4. Announcements:

**Assessment Data and Syllabus Review:** Tiffini discussed her plans to meet with a couple GEEC members to discuss the possibility of using existing assessment data from the English department. Tiffini also shared the feedback received from team I regarding the review process, with Charles and Danny suggesting a need for a culture change on campus to ensure syllabi include specific information. Tiffini proposed a threshold of 10% out-of-compliance syllabi to be reviewed by the executive committee. She also suggested a gentle approach to ensure syllabi align with the GE outcomes, possibly through feedback in the approval process.

**Addressing Technical Issues in Review:** Tiffini discussed the technical issues faced by Team 6 during the review process, where the numbers on the feedback form did not align with the syllabi numbers. David explained that the numbers were off by one, and he tried to reorder them manually. Tiffini suggested using blank forms in the future to avoid such errors. Tiffini planned to look into this and created pre-filled forms for future uses. Kerry confirmed that the numbers she filled in were visible to Tiffini. Tiffini also mentioned that some reviewers did not include their names or team numbers, but she could identify them based on the question numbers. She advised emailing her or the secretary about any technical issues. Tiffini also discussed challenges in calculating the overall scores from the Qualtrics report and plans to modify the format. She asked whether the Qualtrics survey results should be included in their report.

5. Recertification>location>Canvas>Pilot2 A2 Written Communication Recertification:
  - a. Revised GE Form ENGL 100B

**GE Form and Report Template:** Tiffini discussed the creation of a template for a report to be sent to IPAC. She also reviewed the revised GE form and the revised SCO, with Danny providing an overview of the non-GE SLOs. The team agreed to focus on the GE justification for written communication and critical thinking, as these areas required closer examination. Tiffini suggested that the committee review the form in advance of the fall semester to familiarize themselves with the areas.

b. Revised SCO ENGL 100B

**Evaluating Courses With GE-SLOs Integration:** Danny discussed a new approach to evaluating courses, focusing on the content and how it aligns with the General Education Student Learning Outcomes (GE-SLOs). He emphasized the importance of understanding how different subjects approach the same GE-SLOs. Tiffini suggested numbering the outcomes related to the GE-SLOs to make it easier for faculty and the committee to evaluate. She also questioned the process of integrating GE-SLOs into the Student Learning Outcomes (SLOs) and how to judge if they are truly integrated. Danny clarified that in an ideal world, the SLOs should include a section on the GE-SLOs the class needs to address, and if one matches another, it is acceptable. If additional GE-SLOs are needed, they should be listed separately.

**Integrating SLOs and GELs Process:** The committee discussed the evolution of their process, focusing on the integration of course-specific learning outcomes (SLOs) and general education learning outcomes (GE-SLOs). They agreed to have a separate section for verbatim GE-SLOs and to match each SLO with a corresponding GE Learning outcomes. The committee also decided to include an annotated form at the beginning of each semester to ensure all aspects were covered. They discussed the importance of updating the bibliography and ensuring that the course SLOs and GE-SLOs are covered in the outline of subject matter. The committee agreed to provide clear instructions for future evaluations.

**Updating SCOs for GE Alignment:** Tiffini discussed the evaluation process for the SCOs, emphasizing the importance of aligning the student learning outcomes (SLOs) with the GE form. She noted that some outdated language from previous GE policies might be present in the SCOs, which would need to be updated. Tiffini also highlighted the need for the SCOs to clearly label which outcomes are connected to the GE policy. Sharlene contributed by identifying the alignment between the GE SLOs and the non-GE SLOs in a particular SCO. The team agreed to focus on ensuring the SLOs are aligned with the GE form and to strike out any outdated language.

**Syllabi Alignment and GE Outcomes:** Tiffini led a discussion about the alignment of syllabi and outcomes in the GE form. She emphasized the importance of the GE outcomes being listed in the syllabi and suggested that the GE markers should be removed from the form. Tiffini also mentioned that they might be reviewing multiple syllabi in the spring, including those from ethnic studies composition courses. The team agreed to approve recertification for English 100B with the changes mentioned. The conversation ended with a vote on the approval of recertification for English 100B.

- c. REMINDER: All syllabi qualtrics rating must be reviewed by 5pm on Monday December 02.

**English Syllabi Approval and Review:** Tiffini led a discussion about the approval of English syllabi for recertification, with the team voting in favor. Tiffini also mentioned that she would prepare a report on the syllabi for the committee's review at the start of the next semester. She planned to change the form for the next set of courses to an open box for team numbers and email updates. The team agreed to review the syllabi via email, with Tiffini promising to send an email if less than 10% of the syllabi were out of alignment. The conversation ended with Tiffini wishing everyone a good break and expressing gratitude for their work.

6. Adjourn at [12:10PM](#)

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