

MINUTES

GWAR Committee

1:30 – 3:00

Meeting Number 5

November 17, 2023

In attendance: Nicolle Brant, Lori Brown, Jill De La Torre, Tom Do, Lorenzo Gutierrez-Jarquin, Sarvenaz Hatami, Jeff Klaus, Eileen Klink, Benjamin Perlman, Loretta Ramirez, Deepti Singh, Courtney Stammeler, Alexandra Wilkinson

Approval of Agenda

Wilkinson moves to approve the agenda as amended, and Perlman seconds the amended agenda. The agenda is unanimously approved.

Approval of meeting Minutes for November 3, 2023

Do moves to approve the minutes as amended, and Klink seconds the motion. The Minutes are unanimously approved.

Testing Update

Brown gives a testing update. Testing has offered to provide a GPE in December for students graduating Spring 2024. This test will only be available for senior students identified as graduating but have not taken the GPE. Registration is ending today, and students were personally invited via email. Each advising center was also given a list of students within their college to reinforce notifications to students. De La Torre notes that 5 pm is the absolute last time students can register for the special GPE offered by testing. Stammeler notes that as of Tuesday, there were about 25 students registered. Brown notes at this point, it is the student's responsibility.

Do asks if students have not taken the GPE are they planning to take their writing intensive class in the Spring? Or have students already completed their WI class? Brown notes that most students will go into their writing intensive class. However, some students will need to take 301A and 301B depending on their GPE score. With the December test, it is feasible for students to take their WI class in spring as long as they score an 11 or higher. However, it is always possible classes will be full.

Do asks a follow up question about the timing of the GPE. If students take the WI class and pass before taking the GPE do the students have to take the GPE? Can the student can make an argument that they already took the WI class and do not need to take the GPE. What if the student does not score an 11 or higher on the GPE? Brown states that every one of the scenarios has happened and were all handled differently. Brown notes that the GPE was waived during COVID, and when students returned to campus, many did not take the exam but still needed to take their WI class. However, there was a long period when information about the GPE was

unclear. There was also a time when students' GPE requirements were being overwritten in the enrollment system by departments. Brown notes that students must take the GEAR requirements in order, and deviations will be minimized. Gutierrez-Jarquín states that although students should follow the GEAR order of events, students have taken their WI class prior to taking the GPE. Gutierrez-Jarquín believes that lack of holds on a student's ability to register for classes is linked to some students not taking the GPE on time. Brown agrees that the holds were necessary but are being viewed as a barrier. Gutierrez-Jarquín states that it may prevent students from registering for a little time, but students are now being delayed for graduation. Brown states that persistent requests to bring back this enrollment hold have not been answered. Klink notes that the enrollment system has been alerting students to take the GPE and preventing enrollment into a WI. Klink states that she is getting emails from students asking to be permitted into a WI class in the English department because of the flag alert.

Brown notes there is a second time when holds could be placed on students' enrollment. This hold occurs when students score below an 11 on the GPE to the extent of needing to take a portfolio class or two. If a student does not register for the portfolio class, then a brief hold is placed to encourage the student to register for the required class in time. The student needs to contact an advisor to remove the hold. However, despite this hold having value and preventing a student from delaying graduation, it is also being removed. Again, holds are being viewed as administrative delays, although removing them may prevent students from graduating on time.

GEAR Coordinator's report

Student Appeals

Appeal of ZZ41

Brown notes that usually this type of case does not need to be brought to the full committee. Brown informs the committee that the answer would typically be no for cases like this. However, Brown wanted to bring this case to the full committee. ZZ41 took the GPE online and submitted the exam after about 20 minutes. After about a month, the student contacted the GEAR office and told them they believed they submitted their GPE too early. Brown notes that the GPE is a one time only test, and students are rarely given another chance. Additional chances usually happen when a student takes the exam without accommodations in place from BMAC. Brown states that the student submitted about a paragraph but did not let testing know they submitted it by error until over a month later. Do asks how someone prematurely submits the exam.

Stammler notes that on Canvas sometimes students can submit an exam in error. However, the exam states that if you encounter a technical difficulty, please contact testing ASAP. Brown notes that the student does not state they submitted the exam by accident, but instead, they submitted it and realized they should not have. Stammler notes that in her classes, some students have submitted exams prematurely.

Singh notes that it appears the student believed that whatever was submitted was enough at the time. Upon discovering that a paragraph was not enough, they contacted testing. Wilkinson agrees with Singh, and that waiting to discuss the error with GEAR or testing is concerning. Brown notes that she cannot entirely attribute the exam submission to not taking the exam

seriously with what the committee has been provided except for one comment made by the student. However, the committee can only use what evidence is provided. Wilkinson asks if the student is a BMAC student. Brown says no, they are not.

Hatami asks if the student provided a solid reason for why they submitted prematurely. Stammler states that when she asked the student why they did not contact testing immediately, they said they were unsure what to do and believed it would not affect them much. Wilkinson states that the email presents as contradictory. Ramirez states that if the committee allows one student to retake the exam because they felt it was not their best, it could open it up for all students to do the same. Ramirez is not convinced that the submission was an accident. Brown states that the student does not provide an explanation. Gutierrez-Jarquin and Hatami also agree with what has been said. It seems like the student was not aware of the consequences of the GPE.

Stammler believes the instructions clearly informed the student to contact testing if an error occurred. She also notes that the student is a junior. Gutierrez-Jarquin notes advising covers the importance of GPE, the scoring, when it must be taken, and the seriousness of taking the exam because it can potentially impact their graduation. Singh asks what the student's options are after the motion. Brown notes that will depend on what the student scores on the exam. Stammler notes the student should have received the score for the exam already.

Wilkinson motions to deny the student a chance to retest. Ramirez seconds the motion. The motion is denied.

Appeal of KX42

Brown states that the student submitted the exam after 8 minutes. The student is an international student, and they do not know the score. Stammler notes that the student is not graduating.

Singh asks how long students are allowed to take the exam. Stammler says 75 minutes. Hatami asks if the student states explicitly that they submitted it accidentally. Stammler states yes.

Stammler states that the student emailed the GEAR office the day of the test right after they submitted it. Stammler referred the student to testing after contact. Stammler notes to eliminate the accidental submission of the exam the student should test in person. The student can retake the exam in person in February if the committee is favorable to a retest. Do notes that it is important that we know how likely it is to submit a GPE accidentally. Wilkinson and Do discuss adding an extra safety measure to Canvas stating are you sure you want to submit the exam. They are unsure if the LMS allows for this, but it is something to consider.

Do motions to vote on allowing the student to retake the exam in person. Ramirez seconds this motion. The committee is in favor of the vote.

Singh motions to allow the student to take a second in person GPE in February. Do seconds the motion. The motion for an in person retest is approved.

Revised CSU GEAR Policy

Brown notes that the Chancellor's office released a new GEAR policy statement. This policy states that a campus cannot meet the GEAR using units that do not count toward a degree.

Brown states this policy makes it very clear that our campus cannot use the portfolio classes. Portfolio classes will need to become writing classes within the new policy or be removed. The policy is posted on our Canvas site for further information.

Stammler asks when the new policy will go into effect. Could portfolio classes be removed before the new campus GVAR policy is in place? Brown is not sure when this will be implemented or voted on. Brown believes students already placed in the GVAR pathway should complete it, but again, she does not know. Brown also notes that this is primarily out of this committee's hands.

Writing Intensive Course - CHLS 412A/512A

Brown notes that the subcommittee has reviewed the writing intensive course and is ready to make a recommendation. Ramirez states she has been teaching this class for about a year. There is consistent writing throughout the class, including autobiographical and research-based writing pieces. Writing pieces are combined through many drafts, revisions, and reviews.

The subcommittee consisting of Hatami, Perlman, and Wilkinson believes that this is an excellent course and is clearly writing intensive. The committee's only concern was about whether the reading reports were mandatory. Ramirez notes that reading reports can be done orally but are still mandatory. Perlman requests a note be made to the document that the reports can be done orally but are still required. Either way, a write-up is submitted with the reports

Perlman motions to approve CHLS 412A as a writing intensive course, and Wilkinson seconds the motion. The motion passes and CHLS 412A is approved as a writing intensive course.

Old Business

WAC Proposal – Online Module Ideas were not discussed at this meeting.

Adjournment: 3:09 PM

Submitted by,
Alexandra Wilkinson