

## **GEEC meeting minutes — November 28, 2023**

in attendance: Travis, Wallis, Washburn, Paskin, Scepaniski, Hartzell, Johnson, Heyadatipour, Sheridan, DeWitt, Sayegh, Asvaphanagul, Quam-Wickham

Meeting called to order at 11:05 AM

M/S/O agenda approved

MSO – minutes of October 24 approved

Travis had a question for Sayegh about Nuventis; Sayegh confirms that Nuventis presentations will be scheduled for January, before and after the start of the semester

Sayegh announced that the assessment folder is active in OneDrive. Results will be available to GEGC; list will be sent to CEPC sent to IPAC.

### **Discussion of recertification**

COMM 130 and 132 GE forms are up in the drive and on Canvas

Washburn presents template for evaluation by committee and memo to departments based on template

Paskin and Sayegh ask for minor clarifications

- Discussion of forms: Notes. These are not evaluations of instructors
- Policy 109 course review appeals process for adverse action goes to GEGC and CEPC
- Johnson: GEGC needs to also understand our workflow
- Ideally, GEGC secretary would note our decisions in their minutes
- Question of setting up a reporting list: Sayegh suggests the PARC model. Do we want a assigned coordinator for these forms? A discussion follows with committee members
- Johnson addresses the issue of syllabi. Hartzell addresses issues of COMM 110 syllabi: for large lecture sections, and for active or activity, teaching sections instructors may have different syllabi.
- Wallis clarification about number of syllabi. Do we get all syllabi from the library? Do we need all syllabi? QW: we could employ a random sampling technique, thus limiting the number of individual syllabi we must examine

**COMM 130:** Committee members look at GEGC form and the justification for this course.

Paskin states that the class does focus on oral communication skills. Long discussion of how departments will fill out the new GE form, re: alignment of SLOs and GELOs, ensuring that all GELOS are covered

- Wallis: for critical thinking course, it will be important to understand the nature of each discipline

**COMM 132:** Committee members examine syllabi: look at SLOs and weekly course structure, plus outline of subject matter. Important instruction: Look at syllabi of instructor who teaches it the most. Is there a course coordinator? This is also where sampling comes into being,

- Two syllabi lack the weekly module schedules.
- Question about whether we really need to see the weekly structure of classes or will this become apparent in the assessment?
- Committee concerns to be addressed in amendments:
  - In GE Form, Section VIII: Course Outline did not have short descriptions or GELOs attached to the outlines (boxes are blank)

- Course Justification could be better aligned with the GELOs.
- Course SCO was from 2007 and had been completed by a faculty member who has been gone from this campus for a decade (or so).

M/S/O – recertify COMM 132 with amendments. Next meeting is in Spring 2024 and we will review COMM 130 and COMM 110 then, during our first meeting.

**Time certain 12:30:** Jody Cormack joins us. Cormack discusses assessment practices and policies. The Institutional assessment group wants to align their activities with our committee activities, regarding the WASC core competencies. IPAC is the institutional assessment group.

- Cormack emphasizes: It is highly desirable to use templates and rubric.
- Wants the oral COMM rubric done ASAP.
- Question is IPAC: Are they also designing a rubric in their meetings?
- Long discussion of rubric construction, with some concern about collaborative efforts of this committee to work with departments.
- Cormack expresses concern about rubrics for multiple courses within a single GE category.
- Discussion of when this committee could send out a call for rubrics to departments, as early as possible.
- Discussion of need for norming.

Meeting adjourned at 12:52 PM