



CALIFORNIA STATE UNIVERSITY, LONG BEACH

General Education Governing Committee

Minutes - Approved

September 10, 2018

2:00pm – 4:00pm – USU-306

Members Present: Kenji Klein (CBA), Omer Benli (CBA), Ruth Piker (CED), Peter Kreysa (CHHS), Cheryl Rock (**Secretary**, CHHS), Jose Moreno (CLA), Danny Paskin (**GE Coordinator**, CLA), David Shafer (CLA), Mark Williams (CLA), Elizabeth Eldon (**Vice Chair**, CNSM), Birgit Penzenstadler (COE), Daniel Whisler (COE), Colleen Dunagan (COTA), Josh Palkki (COTA), Tiffini Travis (**Chair**, UL), Hemalatha Ramachandran (UL), David Keele (CHHS), Kerry Johnson (Vice Provost, Dean Undergraduate Studies, AA) and Duan Jackson (Director, UCUA), Emely Lopez (Student Representative, ASI) and Cody Arnold (Advising Training Coordinator, UCUA)

Guests Present: Jody Cormack (Interim Vice Provost for Academic Affairs and Dean of Graduate Studies), Jennifer Ostergren, Associate Dean-CHHS, Dan O'Connor (Associate Dean of Liberal Arts) and Norbert Schürer (Chair, Academic Senate), Donna Green (Enrollment Services, Registrar)

Excused: NA

Absent: Edwin Achola (CED), Michael Schramm (CNSM), Chris Najer (CBA)

I. Call to Order

- The meeting was called to order @ 2:05 pm.
- Tiffany Introduced herself as the new residing chair of the GEGC committee for the academic year 2018 - 2019

II. Approval of Agenda - **APPROVED**

- A motion (M) was made and unanimously approved by all members
- The motion (M) was seconded
- No Abstentions were made on the agenda

III. Approval of Minutes: GEGC Minutes from 5-7-18 posted on BeachBoard - **APPROVED**

- Some amendments were made to the minutes mainly editorial
- Clarification that "**REMOVED**" is not the correct term for courses that were not reviewed. Instead the term "**NOT REVIEWED**" will be used on official notations of review status
- A motion (M) was made to approve the changes and that motion was seconded (S)
- There were 5 abstentions, primarily due to the fact that some members were new to the committee
- A question arose whether access to the GEGC BeachBoard website should be made available to non-members/guests
- It was believed that the documents should be available to guest as well as members and that it is a violation per academic senate if there is no access to information discussed
- It was stated that the information was public and made available on the academic senate website

- It was emphasized that working documents such as SCOs and GEAR forms are on the website for GEGC members to review and who are voting members of the committee

IV. Announcements/Discussions

A. Introductions/Welcome

- i. All of the new members as well as executive members introduced themselves

B. Digital Signatures

- i. The electronic signature feature will be available through DocuSign in the future
- ii. The goal is to move the GEAR/SCO process to an electronic format in DocuSign and is currently being explored.
- iii. This will replace the paper process of seeking appropriate signatures to a fully electronic workflow

C. Digital Submissions

- i. The digital submissions will eliminate the need for paper submissions. Consequently, no email attachments/papers will be required
- ii. A Qualtrics form and the information for the SCOs will be standardized to streamline the process
- iii. It must be reiterated that the GEGC do not use Curriculog for creating a GE SCO
- iv. Briefly, the Curriculog software was defined as a system used to submit requests for curriculum changes for CSULB courses outside of GE, which became effective Fall 2018
- v. Therefore GE proposals (SCO & GEAR forms) should be done conventionally (i.e., paper format)
- vi. It was mentioned that Curriculog would be examined over the academic year to determine the feasibility of using it for the GEAR/SCO process moving forward

V. Current Business:

A. GEGC 101

i. GE Policy

- a. The new committee chair Tiffini Travis directed the attention to the BeachBoard platform for orientation for the benefit of the new committee members and review for the current members
- b. On the GE faculty web page the EOs are posted, which are the guidelines for developing GE courses
- c. All courses have to adhere to EO 1110
- d. It was mentioned that Math courses are in place, but English is being worked on
- e. Freshmen admitted Fall 2018 are on the new policy and pattern.
- f. The policy is in a working draft through 2018-2019 academic years until final approval in Academic Senate
- g. Continuing students will remain on 2012 GE policy and pattern
- h. It was stated that this year that the GEGC will be looking at the old vs. new GE policies. The B category UD is the exception
- i. All Freshmen must adhere to 1100
- j. The course development and review process page is essential for the new members especially

- k. It was mentioned that one of the major concerns/caveats regarding the approval of GE proposal last semester were the essential skills which are very confusing for faculty
 - l. It is to be emphasized that the essential skills are linked to the LEAP value rubrics and not just copied and pasted when creating GE proposals
- ii. GE Gear Form**
- a. It was recommended that the form should be opened in ADOBE because functionality may be lost and that hopefully DocuSign will be put in place soon
 - b. Annotations will be there to make the completion of the GEAR form more efficient as well as accurate
- iii. GE SCO**
- a. It was reiterated that the distinction between the standard college and GE SCO is that the GE SCO must explicitly justify the GE category in addition the essential skills being accessed
 - b. It was noted that the main issues that were attributing to the reason why courses were being denied is that the justification of how the courses met the category were vague and not explicit enough
 - c. It was encouraged to explore the SCO and make sure that the proposals being reviewed adhere to the document to ensure the committee and faculty life was simplified
 - d. The digital form of the SCO was briefed on by Danny Paskin, the new GE Coordinator
 - e. A guest inquired about GE workshops and Danny Paskin mentioned that he was very opened to providing help in any way he could regarding streamlining the process
- iv. GE Checklist**
- a. It was mentioned that the GE checklist is the working document for the review of the proposals and can be found on the GE Faculty web page. It is very specific for the development of GE courses and it helps to standardize the evaluation
 - b. A Sample SCO is posted in the GE Faculty website for perusal
 - c. The new committee members learned how to review proposals using the GE checklist as well as an approved sample posted on the GE website
 - d. It was emphasized that the policy dictates catalog and not the opposite during the checklist training
 - e. Some amendments to be made to the current checklist was suggested:
 - The specific description of LD and UP divisions needs to be clarified
 - The Roman Numerals on the GEAR form should be linked to the check list
 - The coreq/pre should be investigated regarding the proposal of the GE course if LD
 - The number of skills selected should be aligned with the required amount of skills required for that area as described by the policy and found on GE faculty website
 - f. It was encouraged to use the checklist when generating SCOs

- g. It was mentioned that the major specific (MSDR) policy is in Limbo as there is no knowledge of the new categories yet
- h. It was suggested in the mean time to have F category classes attached to an additional category due to the 2012 pattern still in existence
- i. NO New F categories are being considered must be shifted in B, C or D.
- j. The question was posed as to if there is communication that can be made to dept. Chairs regarding category F?
- k. It was suggested that the FAQ should be referred to on the GE faculty website in the meantime
- v. **Course Review Calendar**
 - o It was mentioned that a message from Academic Senate will likely go out this week after approval from Academic Senate Exec regarding preference of upper-division 'B' Category without major specific prerequisites, as well as upper-division 'C' and 'D' courses.
 - o This message will provide some guidance to curriculum committees as they finalize new curriculum submissions this month ahead of November deadline for submissions university-wide.

B. 2018 GE Policy (DRAFT)

- o Moratorium on category F courses may continue pending Academic Senate approval. Therefore there is needed clarification on the possibility of having major-specific pre-requisites on upper-division courses. **TO BE DETERMINED**
- o All upper-division E will need to be renumbered LD and are no longer qualify to satisfy the category. These courses could be considered for upper-division B, C, D, or converted to lower-division E and they are about 50 courses that needs to be converted
- o They MUST meet the requirements for B, C and D and the F designations stay for now.
- o For clarity it was reiterated that EO 1100 – pertains to the entire GE whereas the 1110 is quantitative only – NO remediation
- o It was mentioned that if any one were developing a course that is written or foundation would need to meet both 1100 and 1110 (Written or Quantitative). There is a whole new placement. Early start is connected
- o The possibility to message to curriculum/department chairs to let them know that Upper-division 'C' and 'D' could be approved with major specific pre-requisites, but not 'B' because there needs to be enough to accommodate the students who need them is in motion. The focus is upper-division 'B' that can be used by anyone if they do not have major-specific pre-requisites
- o The committee will see feedback on this “draft policy” ALL across campus and send it to GE coordinator; the committee drafted the policy based on the survey that was conducted in the spring of 2018.
- o CEPC, GEGC reps can be informed to come to these meetings and seek feedback and everyone is representing their college is meeting amendments
- o It was mentioned that the floor of the academic is the last meeting of October. It was stated that the senate ultimately makes the decision. The

GEGR policy must be reviewed by Oct to pass it this year keeping in mind the final version of the GEGR policy, recommendations, suggestions and feedback.

- It was mentioned that an email was sent to the Associate Deans, Faculty council Chairs and Members and Council of Chair should have received correspondence. This was sent a week ago and was completed a week before school started. It was encouraged that the policy shares this doc with their constituents.
- Section 5 of the draft policy speaks about concentrations. The policy will provide a framework. It is an option in the policy and not a requirement
- The concentration will not replace a minor but an addition of enhancement
- It was reiterated that moving forward that GE is to be something more meaningful and a spirit to model for our students and to do all of this for the best of our students

Future Business: TO BE REVIEWED AT THE SEPT 24 MEETING

A. Pending Submissions:

- a. Use the checklist
- b. A clarifying language will be performed for the foundation as a prereqs
- c. We will be using the 2 policies. We using the Current GE and Draft
- i. HFHM 370 Exploring a sustainable food system:
 - 1. Continuing: Service Learning (F) & Writing Intensive (F)
 - 2. Request for Social Sciences & Citizenship (D.2)
- ii. MATH 303 Reflection in Space and Time
 - 1. Continuing: Interdisciplinary (F) & Writing Intensive (F)
 - 2. Request for Mathematics/Quantitative Reasoning (B.2)
- iii. DANC 342 Global Cultures and Dance Traditions
 - 1. Continuing: Interdisciplinary (F) and Global Issues
 - 2. Request for The Arts (C.1)

Adjournment: The meeting was adjourned at 4:00 pm (M) motioned and (S) seconded

1.

FOR SEPT 24 MEETING

- a.
- b.
- c. 1ST reviewing proposals
- d. 2nd hour reviewing the policy

Future Agenda/Discussion Items –

GE proposals mentioned above
The GE policy

GEGC Meeting Dates

Location: **USU-202 (Newport Beach Room)** *Except 9/10 and 5/13 in **USU-306**

September 10*, 24

October 8, 22

November 26

December 10

January 14, 28

February 11, 25

March 11, 25

April 8, 22

May 13**