**California State University, Long Beach**
**General Education Governing Committee (GEGC)**

**2013-2014 Organizational Meeting Minuets**

September 9, 2013

**2:00-2:45p.m. / AS – 125**

**Please notify the Convening Chair if you are unable to attend.**
**(Keith Freesemann: keith.freesemann@csulb.edu)**

Attending: Beyer, Christiane (COE); Dunagan, Colleen (COTA); Eldon, Beth (CNSM); Fenton, Gayle (AA); Freesemann, Keith (CHHS); Kreysa, Peter (CHHS); Mahoney, Lynn (AA); McPherson, Mary (CLA); Nomura, Wendy (CHHS); Rae-Espinoza, Heather (CLA); Ramachandran, Hema (LIB); Richesson, Robin (COTA); Slowinski, Kris (CNSM); Yan, Jun (CBA)

Excused: Li, Guotong (CLA); Muller, Markus (CLA)

Absent: Golez, Felipe (CED); Mizelle, Brett (CLA); Rezaei, Ali (CED); Shehab, Tariq (COE); Soriano, Jorge (ASI); Travis, Tiffani (LIB)

I.      Call to Order: 2:08pm

II.     Approval of Agenda: Unanimously approved

III.    Introductions: All attending members introduced to group

IV.     Brief discussion of the GEGC Charge:
- Review the GEGC Charge – responsibilities of the GEGC
    - Eight brief responsibilities including reviewing courses for inclusion on the GE Master Course list, develop criteria for review of courses that are consistent with the intent of GE at CSULB and the standards addressed in Policy Statement 08-00 (this policy has been updated to 12-00), review guidelines for assessment of courses, review guidelines for program-level assessment, review results of periodic assessment of the outcomes of the program, review GE program periodically to determine the degree to which actual practice matches the stated intent of the policy, make recommendations to the CEP Council regarding policy issues etc, and disseminate information on the content and conduct of courses
    - Charge includes membership from each college
    - The charge is posted to BeachBoard on GEGC resources for committee members to review if necessary
- No additional questions about the charge

V.      Elections
    a.  Chair – work with Dr. Mahoney and Vanessa to bring forth courses from the department and facilitate discussion about the review of the courses – Moved to open for nominations

        a. Peter Kreysa nominated by Keith Freesemann

        b. No other nominations

        c. Peter Kreysa elected for Chair – Unanimously approved

    b. Vice Chair – serve as capacity of the chair in the absence of the chair – Moved to open for nominations

        a. Keith Freesemann nominated by Lynn Mahoney

        b. No other nominations

        c. Keith Freesemann elected for Vice Chair – Unanimously approved

    c. Secretary – read the minutes and make sure they are accurate – Moved to open for nominations

        a. Heather Rae-Espinoza volunteers

        b. No other nominations or volunteers

        c. Heather Rae-Espinoza elected for Secretary – Unanimously approved

VI.    New Business

    a. GEGC Meeting Schedule for AY 2013-2104

- Fall 2013: September 9, September 23, October 14, October 28, November 11 (No Meeting / Veterans Day), November 25, and December 9
- Spring 2014: February 10, February 24, March 10, March 24, April 14, April 28, and May 12 (if needed)
- Moved to accept the meeting schedule – unanimously approved

- Questions:
  - Robin Richesson: Departments have had questions about implementing courses once they are approved by the GEGC. Who should the department address for questions?
    - Lynn Mahoney: Department should go to GE coordinator (Mary McPherson). If the course is a Writing Intensive course, the department can contact Linda Sarbo.
    - Keith Freesemann: Departments may also contact the Executive Committee with questions
    - Lynn Mahoney: In the absence of the Writing across Curriculum director, Linda Sarbo and Mark Wiley have stepped in to help with questions about courses and writing. They have also launched a small faculty development program.
  - Mary McPherson: Is the committee meeting in the Academic Senate room for the rest of the semester?
    - Peter Kreysa: Will check to see if FCS 108&110 is available for use during the meeting time.

VII.    Adjournment – moved to adjourn 2:31pm – unanimously approved