

## **CAB Meeting Minutes**

**March 3, 2014**

**SSC 122**

**2:00 PM to 3:50 PM**

**PRESENT:** Kate McCarthy, Kim DuFour, Nicole McAllister, Kent Sandoe, Jodi Shepherd, Jason Clower, Jacque Chase, Bill Loker, Baohui Song, Diana Flannery, Tony Waters, LaDona Knigge, Laird Easton, John Mahoney, Chris Nichols, Charlene Armitage, Holly Soldavini, Kara Maas

### **1. Appointment of note-taker: Jacque Chase**

### **2. Announcements**

- Thanks to Chris Nichols for chairing last CAB meeting.
- AS representative Nicole McAllister reports that Student Academic Senate was passed and that a senator from each college will be needed. Interested students should get in touch with AS representative.
- Report on enrollments, open seats, and unmet demand (Kim DuFour)
  - English 130 and Pols 155 U course created a surplus because students didn't want to take Fri/Sat classes.
  - If students aren't enrolling in public speaking they may find first time freshmen get priority.
  - Unmet GE requirements as of 1/31/2014, including the current semester. The data excluded transfers this spring 2014. The data is based on the DPR.
  - There are seats but people are not taking the classes. USD and WI and Capstone deficits are huge.
  - WI and Capstones offering show future needs.
    - About 25 percent of students have capstone substitutions in their majors. They tend to be small majors. We need to try to get larger majors to create substitutions.
  - Emphasis on cleaning up the course offerings in the class list for accuracy. No surprises in this list.
- Question about coding courses for modes of instruction, including hybrid courses, internet. Holly Soldavini affirms we need to talk about Learning Mode.

### **3. Approval of Minutes**

- Moved by Patten (seconded by Clower). Approved.

### **4. Pathway Updates**

- Question about using Honors course as pathway substitution course. Courses were pre-approved as pathway affiliations. Nine lower division units were wild cards that could apply toward the minor in any pathway. These were approved effective 2013-14 but have not been plugged into the 2014-15 catalog yet. Evaluations is going to make sure the courses will populate the pathways.
- Discussion of where to make the substitutions available and visible to advisors similar to how WI and Capstone substitutions are listed on GE page. Maybe link to Honors page.
- Request that the Study Abroad substitutions document also be placed on the GE website.
- Math Education major substitutions do not include a WI course. Similarly to Liberal Studies, they satisfy all GE through major.

## 5. Assessment Updates

- Oral Communication is in process of scheduling taping sessions in one LD and UD course in each pathway.
- Diversity is collating resources that instructors are providing. A repository of assignments, exercises, readings which could be a resource for faculty.
  - Finalizing SLOs for Diversity. Will have a signature assignment for each aspect of diversity.
- Active Inquiry—committee is still gathering material and coming up with SLOs. Having difficulty getting assignments (Diana).
- Writing assessment from last year? Haven't analyzed results yet. Chris Fosen has a section on GE page on how to structure writing.
- AAC&U Assessment Conference report
  - How to get faculty involved. Maybe go directly to students through random selection.
  - Fold activities into faculty enrichment activities. How can we do it better? Focal point for faculty conversations. This sounds like what Chico is doing.
  - Keynote talked about engaging lecturers. Not involved in curricular development.
  - Who are our students now? Working, first generation--and then lecturers who don't have offices, buy in to curriculum. At risk students do well when they have access to faculty.
  - What has been done as a result of assessment? Changes?
  - Online teaching is hard to assess. There are differences between different modes of instruction. Learned a lot from how they are doing online at Portland State. Civic engagement in online setting difficult because not face to face.
  - E-portfolios are a new thing. Students can tag them. Embedded assessments, submitted to TLP. Then we could get a sample from what is in BBL. Can do longitudinal work. English 130 does an e-portfolio.
  - Vendors they are using? Some are built into BBL. Can run SAT scores, etc. Third party evaluators can be there. Instructors can run reports.
  - Can students be more involved?

## 6. Communications Subcommittee Update (Jodi Shepherd)

- The subcommittee met and is working on a “cheat sheet” for faculty to help them understand advising better. Subcommittee will be working with new employee on website.

## 7. Schedule for Curriculum Changes for 2015-16

- Kara Maas edited the handout with CAB input. Handout will be sent out. March 28 deadline for most changes.
- Question of what would happen if a chair decides to remove capstone course? Do we then rush to find a substitution? Anything now wouldn't happen until 2015-16 so we could add something (Z status) in an emergency, but not entirely new course.

## 8. Proposed CAB policy on Pathway/stone refresh

- Discussion about whether it is the pathway coordinator’s prerogative to approach department chair.
- Clarification requested on option for pathway not to fill. Deleted word “all” in first item to reflect consensus that not all pathways with fewer than three courses in a stone were seeking additional courses.
- The call for proposed additions to be sent to chairs will have a link to the GE planning sheet and a form for adding a course as well as the document just approved on the refresh policy.
- Pathway meeting should discuss proposed courses.
- Jason Clower moves to approve (seconded Laird Easton). Approved.

### Approved policy:

#### CAB Policy on Changes to GE Pathways

##### Adding Courses to Pathways

For a pathway that has an opening, the procedure to add courses is as follows:

1. CAB will issue a call announcing pathway openings and invite departments to propose courses for inclusion. The deadline for applications will be determined in accordance with the University Catalog schedule.
2. Any pathway for which courses have requested inclusion shall set up an *ad hoc* pathway curriculum committee to review such courses and provide recommendations for their inclusion or exclusion. This committee will consist of the pathway coordinator plus a minimum of two faculty members from the departments with courses within the pathway.
3. The *ad hoc* pathway curriculum committee will rank all proposed courses and make a recommendation to CAB. The committees may also recommend that the opening remain unfilled. All voting members of CAB will vote on the committees’ recommendations.

### **Elimination of a Course from a Pathway**

If a course is not offered routinely, as required by EM 10-001, the chair of the relevant department may be notified that the course is subject to CAB review. In case of a subsequent failure to offer the course, CAB will vote on its removal from the GE offerings.

If a pathway coordinator, in consultation with the pathway curriculum committee, judges that a course is otherwise failing to meet pathway goals or GE SLOs, the coordinator will approach the instructor and chair with concerns about the course and request a response within a reasonable period. If no satisfactory arrangement can be arrived at, the pathway coordinator will present a motion to CAB to eliminate the course from pathway. An opportunity will be granted to instructor and chair to address CAB. CAB may withdraw the course from the pathway by a two-thirds majority.

### **9. Other**

- New pathway elections are upcoming
  - Pathway coordinators will have to determine which departments are allowed to participate in coordinator elections (submit that information to Kate)
  - Per the policy, all departments teaching at least one course in the pathway have one vote.
  - Kate will issue a call to the faculty by the end of March in keeping with the established policy.

### **10. Meeting Adjourned at 3:50 PM**