

## **CAB Minutes**

**September 9, 2013**

**SSC 122-124**

**10:00 AM – 12:00 PM**

**Present:** Kate McCarthy, Chris Nichols, Kara Maas, Holly Soldavini, Charlene Armitage, Brooke Myrman, Laird Easton, Tony Waters, LaDona Knigge, Baohui Song, Jodi Shepherd, Jim Pushnik, Kent Sandoe, Bill Loker, Anthony Graybosch, Diana Flannery, Kim DuFour, Julie Holland, Jacque Chase, Jason Clower

1. Appointment of Jodi Shepherd and Brooke Myrman as note-takers
2. Approved revised 5/10/13 minutes
3. Approved 8/26/13 minutes
4. Announcements
  - a. New College Representative from the Department of Agriculture: Baohui Song
5. Pathway Updates
  - a. Class visits: Pathway coordinators are making class visits
    - i. Explaining the program; encouraging students to declare a pathway minor
    - ii. Pathway Minor Declaration Form is available on the GE website. Forms can be dropped off at the Office of the Registrar (SSC 110)
    - iii. Keep track of classroom visits made; coordinators will submit pathway coordinator report form at the end of the semester
    - iv. Consider attending associated foundation courses
    - v. Be sure to note that any approved foreign language classes can fulfill C2 (Humanities) requirement
  - b. Use Updated GE Planning Sheet
    - i. Version from May 24<sup>th</sup> is most recent; Available on Advising Site and GE site
  - c. Pathway Minors
    - i. 40-45 percent of incoming students are transfers.
    - ii. It was not the intent of GE for transfer students to get a pathway minor, however it might be possible if they have taken an articulated course in their pathway that will clear the DPR. When a student declares a minor the articulated course will appear on their DPR.
    - iii. In the DPR you can run a "what if" report for a pathway to see what classes would count towards a specific pathway.
  - d. Substitutions:
    - i. Coordinators can make substitutions if needed however Bill Loker cautioned that coordinators should consider strongly whether substitutions should be

made and not to make them willy-nilly. Pathway substitutions should be rare (International Studies substitutions for study abroad might be higher). This is to maintain the intellectual integrity of the minor. It was encouraged to stay within the established pathway courses when making substitutions.

ii. Charlene Armitage can train Pathway Coordinators in making substitutions.

e. Do we have a breakdown of majors within the minors?

i. Charlene can provide monthly information including student emails, names, majors and minors

#### 6. Subcommittee Assignments

a. Writing Intensives and Substitution/Curriculum Changes Subcommittees

i. Workflow will be designated by applications that come in through Kara Mass

1. Kara will forward applications to appropriate committee

2. Committee should review application and contact Kate McCarthy to get on the agenda to make recommendations to CAB

ii. Assessment and Foundations Subcommittees

1. Foundation subcommittee chair: Kate McCarthy

2. Assessment subcommittee chair: Bill Loker

#### 7. Update on WI assessment from spring 2013: Chris Fosen

a. All Pathway Coordinators (during 12-13 academic year) were assigned to read and assess writing samples; were trained in standards for assessing writing; process was managed online

i. Continuing Pathway Coordinators are continuing assessment: spring papers are assigned and available to assess

b. New Pathway Coordinators will be involved once Oral Communication assessment requirements are clarified

c. CAB has a master list of which SLOs classes were addressing. Assessment committee will distribute to Pathway Coordinators

d. Students who were freshmen prior to fall 2012 will not have WI requirements in DPR

e. Chris Fosen

i. Approximately 600 papers need to be read and scored by two readers using the updated rubric

ii. Changes were made to clarify the scoring process

1. "Score what you see, not what you don't see": When you score you are not grading or evaluating, but looking for what you see going on in the document

2. Average score is used. Discrepancies are resolved by a third reader.

iii. Eventually a rubric with four options may be better; keeping the rubric at 3 for now so scores are comparable to fall results

iv. Scores are used to assess programs across GE curriculum; not assessing courses or departments

v. 1115 papers were collected from the spring semester; Pathway Coordinators are reading 506 (23 percent sample)

1. Goal is to compare student writing as a freshman and again as a senior
  2. Results can be distributed to departments
8. HUMN 222
- a. Approved last spring as a C1 course for the Great Books and Ideas pathway with writing intensive statuses, pending review of revised syllabus that reflected writing intensity.
  - b. Approved as WI
9. JOUR 260, 321, 341: Writing Intensive substitution applications for WI subcommittee
- a. Will be reviewed by WI subcommittee; recommendations will be brought back to CAB
  - b. Tony Graybosch will serve as chair of WI subcommittee
  - c. Deadline for substitutions is September 30
  - d. Pathway Coordinators are encouraged to have discussions with their departments regarding submitting paperwork for WIs (most WPs will work as WI substitutions)
    - i. Deadline to guarantee implementation into 2014-2015 catalog was May 31st; forms will still be accepted until November 1<sup>st</sup> (space is not guaranteed)
    - ii. Is it acceptable for a student to take all WIs in Journalism?
      1. Yes: makes sense if student's major is WI
    - iii. Sciences (WP Classes)
      1. Lab reports can fulfill "iterative" requirement for WI classes; improve over time based on feedback; sequential writing assignments
10. Update on resources for assessment
- a. Active Inquiry and Diversity Think Tanks
    - i. Need two CAB members for each
  - b. Oral Communication needs to be assessed this year also
    - i. Chancellor may be supporting FLC to decide on oral communication review requirements; will be working with oral communication faculty
11. Other
- a. Deadlines
    - i. Deadline for exception applications for adding status: guaranteed date for implementation in 2014-2015 was May 31; CAB will accept applications until November 1<sup>st</sup> (not guaranteed implementation); all have to be advertised; CAB will need to process and have time to make decisions
    - ii. Substitutions are accepted until September 30<sup>th</sup>
  - b. Three courses per stone
    - i. Are we able to increase offerings in pathways? Several courses exist that may be acceptable there is not room in the stone
    - ii. Kate: Cannot reopen the EM right now; open to discussion of clarifying how classes leave the pathway
    - iii. Tony: We could have a list of courses that may flow in readily as substitutions if current courses are full; "taxi squads"
      1. Chairs would know not to cancel pre-approved substitutions
    - iv. Why are there only three courses offered in upper division GE?

1. Pathways function as "quasi- departments"; the bigger they get, the more difficult it is to maintain the community
2. Can we move courses that are offered in more than one stone?
  - a. Look at course enrollment; impacted classes may want to drop out of multiple stones
  - v. How do we eliminate classes with low enrollment?
  - vi. Upper Division is impacted; there may come a time when we need to increase the number of courses offered in upper division GE
  - vii. CAB decides GE curriculum
  - viii. Mitigation: major course substitutions by each department
    - a. Double counts for major and area credit, doesn't count for minor
    - b. Students in high unit majors who take classes that double or triple count may not have enough units at graduation
- c. Enrollment
  - i. Four percent of upper division GE had vacancies
  - ii. Lower division had 15-17 percent vacancies
- d. Discussion of upper division GE and courses per stone on next agenda
- e. Oral communication assessment: Are faculty aware they should be recording oral communication presentations or revising assignments?
  - i. create list for all pathway coordinators by SLO; emphasize instructor does not need to do assessment
- f. Course schedule will eventually be up to date and will include additional information including which pathways courses are offered in.

Adjourn 11:45 AM