

## CAB AGENDA

October 12, 2012

SSC 206

1:00 - 3:00 PM

(Full CAB)

**Present:** Kate McCarthy, Clarke Steinback, Sarah Pike, Jessica Clark, Jodi Shepherd, Sara Cooper, Ryan Patten, Kim DuFour, Bill Loker, Kara Maas, Holly Soldavini, Jesse Dizard

1. Appointment of note-taker Jodi Shepherd
2. Minutes from 10/5/12 approved
3. Announcements and emergent issues
  - a. Clarification of Crosswalk use: Graduating seniors need to complete 3 upper division pathway courses if they had not started a theme before the pathways were implemented (before Fall 2012). The Crosswalk is designed for students who had already started courses in Theme.
  - b. Online Courses: Ongoing concern about adequate online offerings for distance learners. One pathway is available for distance students and another will be available next year. Chairs will be encouraged to see about increased online offerings.
  - c. RELS 202/HIST 261: One-time allowance for HIST 261 to be offered in spring 2013 even though it was offered fall 2012. Per the EM slashed courses are only to be offered one semester during a given academic year. Resolution voted on and passed: One time permission, in the first phase in year of the GE program, to allow History to offer a section of HIST 261 in the spring as well as the fall.
  - d. Question: Can an upper division course be substituted for a lower division course? Yes.
  - e. Request that the majors are listed with the approved Capstone Substitutions for advising purposes.
  - f. Concern that students may enroll in a course they believe is WI when it is not. This is due to the WI designation not being predominate. It was asked whether or not a 'negative' indicator could be listed with a course e.g. "This not a WI course." It was unknown if this is possible.
4. Proposed procedures and forms for adding or changing courses in GE: Kara Maas
  - a. New pathway course proposal form is available online at [www.csuchico.edu/curriculum/AcademicDepartmentManual/Add\\_Course\\_GEPPathway.shtml](http://www.csuchico.edu/curriculum/AcademicDepartmentManual/Add_Course_GEPPathway.shtml). This form explains how and what to submit to add a new course to a pathway.

- b. It is preferred that the pathway coordinator is consulted prior to or at the beginning of a new course proposal. A statement will be added along these lines: consult with pathway coordinator prior to submission.
  - c. An email will be sent out to inform the University that the new course proposal form and process is available. The deadline for submitting proposals is November 2.
  - d. Call for capstone and major course substitutions to be sent out on Monday and would be due Nov. 8th. The substitutions committee will bring it to the CAB Nov. 30.
  - e. Question: Does a course need to be an approved capstone in the major before being approved for a GE capstone substitution. Answer: Yes.
5. Update/next steps on proposed WI revisions (attached)
- a. The revisions of the WI were reviewed. One change was made: "Faculty Learning Community" was changed to "Faculty Learning Communities."
  - b. Vote passed to approve the revised WI requirements and WI substitutions. The EM revisions will be submitted to the Senate Executive Committee.

6. Subcommittee report: Assessment

Writing is to be assessed this semester. Pathway coordinators were to email faculty regarding collecting writing samples. Faculty will upload samples to STEPS. Contact Lorraine Gardiner for more information. This information will be available on the "for faculty" link on the GE homepage.

Training and norming sessions will be held January 23-25. Coordinators will be given a set amount of papers to evaluate (120 was calculated per coordinator). A rubric will be used. The goal was to have the papers evaluated by the start of the spring semester. It was questioned whether this time frame would be possible for coordinators. An assessment was made that evaluation could take 2-10 minutes per paper. A request was made to push the deadline for completing evaluations back to the middle of spring semester. No decision was made.

7. Subcommittee report: Communications/website

Wendy has updated various pages in the GE website. Videos have been posted. Additional documents can be added to pathway pages; send the electronic version of any documents you would like on the website to Wendy.

8. Discuss/act on WI requirement for freshmen with transfer credit: Kim DuFour

Freshman students with high units of credit are having difficulty fulfilling the requirement of 4 WI courses because they have many GE courses completed by the time they enroll at Chico. These are

freshmen who have taken additional courses or received AP credit while in high school. The result is that some students may have to take extra courses to fulfill their WI requirement. CAB members expressed concern that even though GE units had been completed, writing might not have been completed. Kim DuFour is seeking advice regarding how these students should be advised.

College credit units and number of students (incoming Freshmen):

No college credit: 1868

1 unit - 15 units: 718

16 units - 30 units: 113

31 units - 82 units: 16

Various options for granting WI credit were discussed; no decision.

#### 9. Other

- a. Thirty-six courses have capstone designations. A designation (a, b, c....) for capstones needs to be found. C, S, and P are taken. Holly will look into other letters. She will also check to see if it is possible to put a negative designation in the student portal (i.e. "this is not a WI course/section") so this information is clear to students.
- b. Old model of full CAB meeting at 1:00 needs to be reinstated because the coordinators do not always have enough to talk about and full CAB has too much. The next meeting is on Friday 10/28, 1-3 PM, SSC 122-124.

Submitted by Jodi Shepherd