

CAB Meeting Minutes
12/9/13
Kendall 207

Present: Kate McCarthy, Bill Loker, LaDona Knigge, Holly Soldavini, Charlene Armitage, Kara Maas, Baohui Song, Anthony Graybosch, Jodi Shepherd, Brooke Myrman, Kim DuFour, John Mahoney, Tony Waters, Laird Easton, Jacque Chase, Kent Sandoe, Julie Holland, Diana Flannery, Nicole McAllister, Dani Anguiano, Jason Clower

1. Appointment of note-taker: Brooke Myrman and Kim DuFour
2. Announcements
 - a. Kate McCarthy and Kim DuFour presented to new faculty regarding GE and Advising
 - b. Tony Waters: met with international studies faculty
 - c. Honors seminar "Beauty" student final presentation: 12/11 from 6-8pm in Colusa Hall
 - d. PHIL 102 public event in 12/19 from 2-4: presenting views on various topics
 - e. Tony Graybosch's last meeting filling in for Ryan Patten
3. Approval of 11/18/13 minutes
 - a. Minutes approved
4. Confirm Spring 2014 CAB meeting schedule
 - a. Mondays 2-4 (Julie Holland will miss 2-3, Bill Loker will miss 3-4)
5. Pathway Updates
 - a. LaDonna contacted ECC Dean, Ben Juliano, re: course offerings
6. Discuss/act on proposed CAB policy on pathway/stone "refresh"
 - a. There are a number stones with open space. Should there be an open call or would the process to propose/accept courses be different for these?
 - i. People may know the stone is open but are waiting for CAB to send out a call for proposed courses; clarifies that there are open spots
 - ii. Could we add specific language to indicate the deadlines?
 - iii. Maybe include a preliminary review
 - b. 1st Bullet: Should this be a single call?
 - i. Leave it up to the pathway, not all pathway wants to fill stones
 - ii. Kate wants to send out a single call indicating open areas in the stones; pathway coordinators can indicate which stones they would like to fill
 - c. 2nd Bullet:
 - i. Pathway coordinators should be keeping an eye on content and offerings
 - ii. What does CAB have a right to do?
 1. CAB does not evaluate teaching
 2. Authority is for the quality of the General Education program; need to make sure the courses are fitting in with pathway curriculum and GE; ensuring students are getting a quality experience
 3. Could assessment committee play a role in verifying content of GE courses?

- iii. Add "if course is not improved it will be brought to cab for review"?
 - iv. Curriculum/Content
 - 1. Should be addressing departmental and GE Student Learning Outcomes; curriculum in courses should be germane with the curriculum in the pathway
 - 2. What is the value of the pathway minor if content is not coherent?
 - v. Policy: interested in the development of a policy regarding pathway oversight with an eye on intellectual coherence
 - d. 3rd Bullet:
 - i. Include full CAB in vote
 - ii. Modify recommendations to include review and rankings of all courses
 - 1. Subcommittee will include some sort of assessment for all courses when bringing recommendation to cab
 - iii. Next year is the first full implementation year; send notice to departments with classes that have not been offered
 - iv. Catalog deadline is normally May 31st; review proposals when fall begins
 - e. Motion: Accept the first portion of recommendations as amended; not accept formally the last paragraph pending deliberation
 - i. Add that suggestions for "refreshment" policies be sent to Jason Clower
 - ii. Changes:
 - 1. 1st Bullet: single announcement goes out from CAB with openings determined by the Pathway Coordinator
 - 2. 2nd Bullet: will be discussed again; in the meantime, proposals should be sent to Jason Clower
 - 3. 3rd: Committee makes recommendation in which all courses are reviewed and ranked; full CAB votes
 - iii. Motion approved (one abstention)
7. Discuss/act on proposed CAB policy on capstone/WI credit for Study Abroad
- a. Document was revised after last meeting; now at stage of formally approving
 - i. Number 1: include "will receive"
 - ii. Number 2: "Will receive credit for capstone and may receive credit for one additional WI class if approved by Pathway Coordinator"
 - iii. Number 4: Change wording from "not part of" to "not eligible for GE credit"
 - b. Motion to approve
 - i. Approved (effective for current students abroad)
8. Tracking and Posting CAB policies
- a. Curriculum Services tracks curriculum changes
 - b. How do we track CAB policies?
 - i. Website; Brooke editing so that CAB link appears on left-hand side of General Education Website
9. Assessment Updates
- a. Oral Communication

- i. Survey response rate: 62 percent
 - ii. Plan to follow up with Pathway Coordinators; coordinators will receive a list of instructors who will be teaching courses with Oral Communication SLOs
 - iii. Some classes indicated they cover presentation/oral communication in the beginning of the semester; we should send rubrics soon
 - b. Diversity group has developed a survey as well; planning on inviting faculty to contribute to a website with materials for developing courses that have Diversity as a SLO
 - c. Active Inquiry will meet next week
- 10. Other Subcommittee Updates
 - a. CMST 331 was approved as WI substitution; CAB has been asked to retroactively give credit to students currently taking the course
 - i. Course was part of Academy E-learning and has been focused on writing
 - ii. Motion to approve as WI beginning Fall 2013
 - 1. Approved
 - b. ECON 340 was approved as WI but never offered as such
 - i. Three sections currently capped at 40 students; instructor willing to teach as WI
 - ii. Could close one section at 33 (current enrollment)
 - 1. Kate and Kim will determine if the enrolled students need the WI
 - iii. Larger problem is that the course should be offered as WI as part of the pathway curriculum
 - c. Pathway Coordinators should look at courses in March or April to make sure classes are going to be offered as WI for Fall 2013
- 11. Other
 - a. Meetings will pick back up in January
- 12. Adjourned at 11:45