

CAB Meeting Minutes – October 19, 2017, 12:00 – 1:50 pm, SSC 122/124

Present: Chris Nichols (Chair), Charlene Armitage, Kaitlyn Baumgartner, Gary Braun, Jason Clower, Pablo Cornejo-Warner, Holly Ferguson, Chiara Ferrari, Nicol Gray, Irene Korber, Kate McCarthy, Don Miller, Kent Sandoe, Paula Selvester, Kate Transchel, Zanja Yudell

1. Announcements
 - a. Spring 2018 registration opened Monday, October 16.
 - b. Vice Provost for Academic Programs finalists will be on campus soon.
2. Approval of Minutes from 10/5/17
 - a. Approved
3. Foreign Language requirement – meeting on 10/24/17 with Provost
 - a. Laird, Chris, and Bill will be meeting with the Provost. Suggestion to invite someone from ILLC as well as Kate McCarthy.
4. WASC Essay #4
 - a. All essays are available to view on the [WASC SharePoint site](#).
 - b. Essays due to Bill Loker and Ben Juliano soon.
5. GE Enrollment for F17
 - a. Kaitlyn provided handouts showing enrollment and open seats in GE by Pathway as well as a breakdown of requirements still needed by class level. The numbers are as of 9/28/17 (post-census) and could still fluctuate slightly.
 - b. This information was compiled manually from different reports and there are a few minor updates to be made.
6. Assessment Status Updates
 - a. Sustainability Presentation—Don presented a slide show highlighting a summary of the findings from a survey that was given to students in UD GE courses with sustainability as an SLO, but not in Sustainability Pathway. The survey was multiple choice and was designed to ascertain students' knowledge, attitudes, and behaviors regarding sustainability. Seven hundred thirty-three responses were received. A full report is forthcoming.
 - b. Written Communication update—no new progress to report
 - c. Global Development update—Chris is taking over from Jed and Jacque. All samples have been received from them.
7. 5-Year Review
 - a. Student Survey (draft included with feedback incorporated)
 - b. Faculty Survey (draft included with feedback incorporated)
 - Survey all faculty or GE faculty only? Best to get input from all faculty. The survey asks whether they teach GE. Be sure to specify the survey is to assess the new GE program which started in 2012.
 - c. Faculty discussions in Department meetings (4 sets of notes included). Four more departments are scheduled.

- d. Staff Survey?
 - There are quarterly staff advisor meetings and the next one is Nov. 7. CAB representatives can attend for feedback.
 - Agree a survey is also a good idea since not all staff go to the meetings. Chris will draft a staff survey and solicit feedback before finalizing.
 - e. Provide any additional survey feedback to Chris ASAP then he will get surveys to IR for formatting.
 - f. External Reviewer?
 - Degree programs bring in an external reviewer as part of their review process and it has been suggested that GE does the same. After the self-study report is written, the reviewer is provided with a copy before visiting campus. Kate M. has the name of a potential candidate from Sac State who comes highly recommended. CAB can use this person or come up with a list of candidates to choose from. Everyone seems in agreement to use the reviewer from Sac State.
 - Set a target date of April to finish the self-study so that the reviewer can be brought in this academic year.
8. Study Abroad Substitutions
- a. Project is pretty much done. The approved substitutions can be used for UD GE, but not the Pathway Minors.
9. Substitution requests – pathway coordinators and advisors
- a. Chiara—asking for clarification on substitutions approved by Grad Advising. Charlene explained they will approved substitutions for the Pathway but not the Minor. GADV tries to find course in the Pathway if possible, but it can be difficult when the student needs to meet other criteria (WI, GC, USD) or has scheduling conflicts.
10. Applications
- a. Decisions from UWC
 - KINE 505, KINE 524, and NFSC 345 approved by UWC.
 - NFSC 431 and FLNG 340 still pending.
 - b. Assignment for review of BADM 308 (Major Sub UDB) and CHLD 272 (Switch from E to D2 in Global Development)
 - Jason, Kent, Christine, Chris will review BADM 308. CHLD 272 application is incomplete and still pending.
11. Other
- a. EM 10-01—writing changes are still pending approval. Should be OK, there were some minor revisions to clean up the document.
 - b. Since Capstone is going away F18 is it OK to use UD WI as substitutions until then? Yes, but preferably in the Pathway. Chris will send an e-mail announcement to CAB. Advisors will need to know about this.
 - c. The UWC has e-mailed all department Chairs with an explanation of the new writing program and a form to use to designate their chosen #3 W course. Forms

are due to Chris Fosen by December 1. If no choice is made then any UD W course will count for now and the department can change for the next catalog if they choose. Charlene explained that DGAP plans to add the #3 course as a requirement to the major and not to a separate W section.

12. Adjourn