

CAB Meeting Minutes – August 29, 2018, 12:00 – 1:50 pm, SSC 122

Present: Jason Nice (Chair), Sarah Anderson, Charlene Armitage, Gary Braun, Jason Clower, Ayde Enriquez-Loya, Ellie Ertle, Holly Ferguson, Chiara Ferrari, Diana Flannery, Christine Goulding, Nicol Gray, Julie Holland, Nanhee Kim, Irene Korber, Kelly McGregor, Nate Millard, Chris Nichols, Zanja Yudell

Guests: Chris Fosen, University Writing Committee; Jennifer Gruber, Study Abroad; Hannah Burdette and Nathaniel Heggins Bryant, Book in Common

1. Welcome and Introductions
2. Announcements
 - a. Book in Common—Hannah Burdette and Nathaniel Heggins Bryant provided information about events for the upcoming Book in Common, *All They Will Call You*.
 - i. September 13: Community kick-off downtown at the City Council building to coincide with Thursday Night Market.
 - ii. September 26: campus kick-off event with FYE
 - iii. October 4: Humanities Center talk
 - iv. November 6: Film screening with panel
 - v. Spring events still being planned. There may be something happening for the anniversary of the plane crash, January 28. The author, Tim Hernandez, will be visiting on March 13.
 - vi. Use of the book in classes is encouraged. The book is in sections that are easy to excerpt so the whole book does not have to be read.
 - vii. Meriam Library has several copies available.
3. Approval of Minutes from 5/9/18
 - a. Approved
4. Study Abroad
 - a. Jenn Gruber visited to give a refresher on Study Abroad resources and GE substitutions. There is a “quicklink” on the university homepage to the Study Abroad website where forms and information can be found.
 - b. Pre-approved GE Pathway Substitution forms are available for many of the Study Abroad programs and do not require Pathway Coordinator approval. These forms and course lists are on the Study Abroad website. If a pre-approved substitution form is not available, then the student needs the Pathway Coordinator to approve their GE Substitution request.

- c. Global Cultures credit is granted if students take at least three credit-bearing courses abroad.
 - d. Feel free to contact Jenn or other Study Abroad staff with questions.
5. University Writing Committee
- a. Chris Fosen, chair of UWC, gave an explanation of the recently-approved EM 17-009 and changes to the writing requirements. There are now 4 writing course requirements: A2, any LD or UD W course; an UD W course chosen for each program, and the GVAR course.
 - b. Writing is no longer the responsibility of CAB and the GE program. All Capstone and Writing Intensive courses (including substitutions) have been converted to W courses. UWC will review applications for W status.
 - c. Chris also pointed out that some of the GE Areas have either very few or no W courses. It will be important for students to be advised into their W choices.
6. Revised GE Planning Sheet
- a. Kelly reviewed the newly redesigned GE Planning Sheet which includes a section for the new writing requirements.
 - b. The online planning sheet will always be the most up-to-date; Academic Advising will print fewer copies due to potential updates or fixes. Contact Kelly if you find any errors or have suggestions for the planning sheet.
7. Pathway Coordinator Job Description
- a. With the reduction in compensation this year for Pathway Coordinators, the PW Coordinator job description and responsibilities will be reviewed. Initial thoughts:
 - i. PW outreach at events or orientation is difficult because there are no resources/materials to use. Would be nice to have pamphlets, flyers, or other materials available to use.
 - ii. Assessment is very time consuming and should be addressed in a revised document.
 - iii. The self-study and external review both reflect the need for more Pathway support. Perhaps revisions should wait until CAB responds to the external review and potentially makes other changes to the program.
 - iv. This is one of the big issues that CAB will need to think about and work on this semester.
8. Committee Assignments
- a. CAB will need a representative on the Academic Assessment Council. AAC meets every other Wednesday from 3-4 (same days as CAB). Chiara volunteered and Jason will follow up with an e-mail to all of CAB in case a member not in attendance is interested. (Post meeting update: Chiara will be the rep).

- b. Assessment committees will be determined as assessment plans are made. CAB will be assessing Oral Communication this year, and possibly Written Communication unless we create a sub-committee to suggest policy changes based on the 5-year review.
- c. Course proposals and substitution committees will be formed when applications are received.

9. Course Substitutions

- a. E-mail will go out to department chairs to request Advanced Course Substitutions and Major Course Substitutions for the 19/20 catalog. Applications are due September 21.
- b. According to the applications, approved substitutions are valid for five years and will then be reconsidered. Question: how should these existing substitutions be evaluated in order to remain as subs? Should CAB ask for a current syllabus and new rationale? Or have them reapply? Since the application is simple and requires a syllabus and rationale, it is agreed to ask departments to complete a new application. A list of substitutions approved in 2012 and 2013 will be provided to chairs and they will be asked to re-submit applications if they wish to have the course continue as a substitution.

10. D1-D2

- a. According to the Chancellor's Office, Area D should not be divided into two sub-areas. To remedy this, the GE EM will need to be revised and approved by Senate. Ideas?
 - i. Combining the two existing areas would leave six courses in each stone which would be inconsistent with other areas, but since students need two D courses it could be justified.
 - ii. Is this a change that should be rolled out ASAP or worked on with other potential changes to the EM for 20/21? Concern over when the CO expects compliance. The understanding is that if we are working on making the changes, then that is sufficient and it doesn't need to be rushed.
 - iii. Seems to be agreement that the changes should be made thoughtfully and in combination with other revisions, no need to rush.

11. 5-Year Review Self Study and External Review

- a. Summary discussion of Self Study recommendations to rethink GE SLOs, LD pathway designations, and increasing the number of courses in each stone.
- b. Summary discussion of External Review recommendations to stick with the current program for at least ten years to give it a fair chance. She is generally in favor of the program, but recommends a number of minor improvements.
- c. A concern was raised about whether this reviewer should have been used due to potential conflict of interest. Was she involved in the creation of the Pathway program? (Post-meeting update: the external reviewer did not advise or

participate in the creation of the Pathway program). At least one member felt she came in to the campus visit pre-disposed to give a favorable review.

12. Future business

- a. Campus implementation of EO 1110
- b. Graduation Initiative 2025 and the Student Success Summit
- c. National Survey of Student Engagement (NSSE) Results

13. Other

14. Adjourn