

**CAB Minutes**  
August, 26, 2013  
SSC 122  
10:00 AM- 11:35 AM

**Present:** Charlene Armitage, Matt Blake, Jacque Chase, Jason Clower, Kim DuFour, Laird Easton, Anthony Graybosch, Hyunjung Kim, LaDona Knigge, Bill Loker, Kara Maas, Kate McCarthy, Brooke Myrman, Chris Nichols, Jim Pushnik, Jodi Shepherd, Holly Soldavini, Tony Waters

1. Welcome and Introductions
  - a) Still need representatives from the College of Behavioral and Social Sciences and Engineering, Computer Science and Construction Management
2. Appointment of Note-Taker: Jacque Chase and Brooke Myrman
3. Approved 5/10/13 minutes with correction: Matt Blake was present
4. Confirm regular meeting time
  - a) Kate will send out a Doodle for Mondays from 10 am-12 pm and Friday afternoon
5. Pathway coordinators: start of semester reminders
  - a) Check Schedule for offerings and caps:
    - i. Cap LD WI courses at 30 (offered in Fall and Spring)
    - ii. UD WI courses should be offered as WI in either Fall or Spring (also capped at 30)
    - iii. Full implementation next year
  - b) Courses can be offered as WI by section; WI is not course requirement
  - c) Waitlist will be turned off Thursday at 2:00. Lists of all students on waitlists will be sent out
  - d) GE Pathway Coordinators should be collecting syllabi and looking for pathway language (GE SLOs)
    - i. Can use Blackboard Learn to collect syllabi
  - e) Consider requesting class presentations in LD courses during the first few weeks
    - i. Reference agenda item seven for a list of declared pathway minors
  - f) Academic Advising and Academic Evaluation are working to revise degree progress report
6. Enrollment Update: Kim DuFour
  - a) WI Courses
    - i. Lower Division WI sections being offered: 25 (750 seats)
    - ii. Upper Division WI sections being offered: 17
    - iii. Altogether about 1200 WI seats being offered
  - b) Waitlists
    - i. English 130 is doing fine,
    - ii. CMST 131 and 132 have heavy waitlists due to shortage of faculty
    - iii. Huge waitlist in the sciences (mostly Biology and Chemistry)
    - iv. Waitlists in UD Pathway classes: classes in the same pathway and section are open

- v. Kim has more specific data for anyone interested
  - c) Charlene is available to train on submitting substitutions
  - d) Creating more WI Course Offerings:
    - i. Upper Division writing proficiency classes can be substituted for GE WI courses as long as the paperwork is submitted
      - a. Deadline to turn in paperwork for substitutions is September 16<sup>th</sup>
    - ii. More capstone substitutions to apply for WI
      - a. Capstone WI courses count for one of the four WI requirements
    - iii. Questions were raised by Laird and Tony G.
      - a. Concern in the amount of students who need WI courses and the number being offered: should we reevaluate writing intensive requirements since so many seats are unavailable?
      - b. Response to concerns: Last year there was already a university-wide discussion about the EM; it is unrealistic to change the requirements but we have adapted (change the cap from 20 to 30; offer possibilities for substitutions)
    - iv. Note: capstone on the schedule has a "z" next to it
7. WI Assessment Update
- a) 10 GE Program Student Learning Outcomes are being assessed over the course of five years
  - b) Last year's SLOs: Critical Thinking and Writing. Samples from all WI classes were read and assessed by a subcommittee of CAB members
    - i. Fall readings are complete; there are still 280 papers from spring (each one is to be read twice)
    - ii. New pathway coordinators will not be tapped to do last year's assessments
8. Review deadlines for various applications: Kara Maas
- a) Deadlines are posted on Curriculum Services website (deadlines are for the 14-15 academic year since the 13-14 catalog has already been published)
  - b) The application for USD or GC status already took place in March
    - i. When adding status to courses they have to be approved by CAB and then advertised by the department/college
  - c) Applications for course substitutions, capstone substitutions, and major course substitutions is September 16
    - i. Extended deadline to September 27<sup>th</sup> to allow time to present to Department Chairs on September 13<sup>th</sup>
    - ii. The WI substitution form is online along with links to approved substitutions
    - iii. Adding courses to GE status means they are being added to a pathway minor as well
  - d) Changes cannot be made once catalog is published
    - i. Catalog copy will be reviewed by Pathway Coordinators, and signed-off by Kate and Bill

- e) If faculty come to the coordinator with proposed substitutions or new classes, Pathway Coordinators are allowed to assist with the application
  - f) What if UD WI classes are not offered in spring or fall? What is the process for warning the department about needing to offer the classes? What is the process for taking new classes into CAB?
9. Subcommittee assignments
- a) GE Site can be updated as needed
  - b) Foundation Subcommittee?
    - i. Pursuing ways to strengthen associations between foundation courses and pathways
  - c) Assessments:
    - i. Assessment of GE is done at the program level based on SLOs
    - ii. How do we systematically review success of the pathways?
  - d) Committee Assignments: Contact Kate to sign up
    - i. Assessment: Bill, Kate
    - ii. Foundations: Kate, Jim, Jodi
    - iii. Writing Intensives: Tony G.
    - iv. Curriculum/Substitutions: Jason, Chris, Laird
10. Other priorities
- a) “Think Tanks”: assessing Active Inquiry and Diversity SLOs
    - i. These are more difficult to assess than writing
    - ii. CELT is going to offer Faculty Learning Communities: one on Active Inquiry and one on Diversity
      - a. compensation: iPad and 500 dollars
      - b. looking for some of the CAB members to participate (contact Sara Cooper by September 15)
      - c. Jason Clower volunteered for Academic Inquiry
  - b) Continuing critical thinking assessment this year; 6 dimensions of critical thinking
  - c) FYE is piloting new U-Course curriculum
    - i. Blend of POLS 155 and ENLG 130; team taught course with two faculty, 8 mentors, and 100 students
      - a. not lecture based; more active inquiry
    - ii. Meeting Friday night and Saturday morning
    - iii. By year three every student will take a U-Course
      - a. Thia Wolf will be meeting with faculty to create more combinations
  - d) ICE: Intra-segmental Concurrent Enrollment
    - i. Allows students attending CSUs to sign up for a course at another campus (online)
    - ii. Mostly high demand/impacted courses
    - iii. FTE stays here\counts against our target but campus offering the course will be compensated
    - iv. Website clarifies where the courses count for Chico State

- v. May be pathway specific or course specific
- vi. Charlene can help to set up advising screen with CAB members
- vii. Bill will look into receiving syllabi for pathway coordinators

Adjourned 11:35

Next meeting; 9/9/13, 10:00 AM, SSC 122