

# General Education Committee

## Minutes

**Meeting Date:** January 25, 2007

**Time:** 8:00 a.m.

**Place:** C-2

**I. Call to Order:** 8:10 a.m.

**II. Roll Call:**

Name	Init.
Frank Camacho	x
Gary Hartz	x
Steve Lam	x
Judith Salas	*
Zhaopei Teng	

\*excused: previously scheduled doctor's appointment

**III. Approval of prior minutes:** Minutes from December 6 meeting were approved.

**IV: Update on Action Items:**

1. S. Lam: Tutoring Survey progress report:

S. Lam will share a draft of the report at the next GenEd Committee meeting.

2. F. Camacho: Oral Communication progress report

Due to technical problems, not enough student presentations were recorded. Fortunately, on February 7, students will be conducting 3-5 minute presentations, which should provide graders with enough data. One more grader is needed – please share names of possible graders with F. Camacho.

3. G. Hartz: readers / graders progress report

A request for pay for graders / readers will be submitted once the names and i.d. numbers of all are known.

4: G. Hartz: Civic Engagement / GenEd Recommendations progress report

G. Hartz will again ask the Curriculum Committee to entertain the Civic Engagement recommendations.

Data is currently being compiled regarding the GenEd recommendations. Only two employees submitted information from the December DC/PM meeting. There is a need to continue to gather data, including institutional data, possibly from new Institutional Researcher, Mr. Richard Quiambao.

**V. Old Business:**

1. Overview of timeline to meet AIE deadline

This item was tabled until the next meeting, as discussion requires full committee attendance.

**VI. New Business:**

1. Issue: Waiving General Education Requirements

This item was tabled until the next meeting, as discussion requires full committee attendance.

2. Presentation for Faculty Development Day on February 19.

G. Hartz indicated that there is a need for GenEd to gather data / report on data gathering efforts at the Faculty Development Day, but that there is no place on the agenda for such a report. As a result, the only way to address this topic is via conducting a presentation. A draft presentation proposal was shared and the Committee agreed to conduct the presentation, should the proposal be accepted by PDRC.

3. Collecting General Education Institutional Data

G. Hartz summarized the need for the GenEd recommendations to be made in consideration of institutional patterns of enrollment, as seen since the inception of the most recent GenEd program changes. The key question being: 'has the snake swallowed the egg', or: is there still a backlog of students taking GenEd English and mathematics classes, and are there still fewer students in classes for which GenEd courses are prerequisites. This data will help GenEd to make a determination on whether the current requirement to

complete English and mathematics courses early in programs serves as a barrier to students' enrollment in other courses. G. Hartz reported that he briefly discussed this issue with Registrar Patrick Clymer, asking him if it made sense to ask Institutional Researcher Richard Quiambao to assist in this effort. Mr. Clymer indicated that ideally, he would receive the request, working with Mr. Quiambao on the project (due to Mr. Quiambao's current process of becoming acclimated to GCC).

**VII: Announcements:**

**VIII: Summary of Meeting:**

The meeting was summarized as above.

**IX: Scheduling of Next Meeting:**

The next meeting was scheduled for Thursday, February 1, 1pm – 1:50pm in c-2.

**X: Proposed Agenda Items:**

Please make requests to G. Hartz

**XI. Adjournment:**

The meeting was adjourned at 9:10 a.m.

# O

## General Education Committee

### Minutes

**Meeting Date:** February 12, 2007  
**Time:** 8:15 a.m.  
**Place:** C-2

#### I. Call to Order:

#### II. Roll Call

Name	Initial
Frank Camacho	x
Lois Gage	x
Steve Lam	x
Coleen Reilly	x
Judy Salas	x
Juanita (Tico) Tenorio	x
Zhaopei Teng	x

#### III. Approval of Prior Minutes

Minutes were approved

#### W. Action Items

N/A

#### V. Old Business

1. SLO development for GCC Gen Ed courses
  - a. Faculty Survey
    - i. Letter of support  
A letter of support for the General Education Committee's faculty survey was composed by the AVP's office and sent to faculty via MyGCC
    - ii. email listing  
Email addresses were inputted and faculty survey was to be sent out later that day. Responses were to be completed by February 25.
  - b. Training schedules  
Evaluators are still needed for scoring artifacts. It was decided that members should approach faculty members who wouldn't normally instruct a course for potential assessment. Potential evaluators could be non-instructional faculty or adjunct faculty at GCC.
  - c. Rubrics  
FC has not distributed rubrics to committee members as of yet. This matter is pending and will be addressed in a special meeting to align rubrics with SLO's.
2. Gen Ed Recommendations a.  
gathering data

Tutoring survey was tabled until next meeting.

W. New Business

VII. Announcements

VIII. Summary of Meeting

M. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

Meeting was adjourned at 9:45 a.m.

# General Education Committee

## Minutes

**Meeting Date:** February 1, 2007

**Time:** 1:00 p.m.

**Place:** C-2

### I. Call to Order: 1:10 p.m.

### II. Roll Call:

Name	Init.
Frank Camacho	x
Gary Hartz	x
Steve Lam	x
Judith Salas	x
Zhaopei Teng	x

### III. Approval of prior minutes: Minutes from January 1 meeting were approved with changes

### IV: Update on Action Items:

#### 1. S. Lam: Tutoring Survey progress report:

The data has been gathered and a draft report was submitted. A report with tables for both mathematics and English will be shared at the next meeting.

#### 2. F. Camacho: Oral Communication progress report

More data will be gathered on February 7-9. Graders have been identified (Sarah Leon Guerrero and Marsha Postrozny)

3. J. Salas: One reader needed 5 hours instead of 4 to score the students' written responses with the rubric, and money is needed to pay the reader for the extra hour.

#### 4. G. Hartz: readers / graders progress report

A request for pay for graders / readers will be submitted once the names and i.d. numbers of all are known.

#### 5: G. Hartz: Civic Engagement / GenEd Recommendations progress report

G. Hartz discussed the process of gathering institutional data with both Registrar Patrick Clymer and Institutional Researcher Richard Quiambao. He will again ask the Curriculum Committee to entertain the Civic Engagement recommendations. Data is currently being compiled regarding the GenEd recommendations.

### V. Old Business:

#### 1. Overview of timeline to meet AIE deadline

It was determined that each committee member was doing all possible to meet the AIE deadline. Data setbacks Oral Communication will limit the time for interpreting data in that area, but the Committee will still strive to meet the March deadline.

### VI. New Business:

#### 1. Issue: Waiving General Education Requirements

Concerns were raised regarding who should have the authority to waive a course required as part of the GenEd program. The Committee generally agreed that the Department Chair of the department where the required course resides should have the authority to waive the requirement, as opposed to, for example, a student's advisor or an instructor of a course for which the GenEd course serves as a prerequisite. Another question regards whether or not a student is still required to take a course as part of the GenEd program, even though it has been waived as a prerequisite. It was agreed that Committee members would review the Catalog to identify any pertinent information, and that G. Hartz would gather information on the current process from AVP Dr. Rider on this subject.

#### 2. Presentation for Faculty Development Day on February 19.

The Committee agreed on the general format of the presentation and on the idea of meeting twice in 'working sessions' prior to the presentation date, to plan for the presentation.

3. G. Hartz shared that he has invited Institutional Researcher Richard Quiambao to the GenEd meetings, in order to orient him to the work being completed by the Committee.

**VII: Announcements:** G. Hartz has again requested additional committee members from the Faculty Senate.

**VIII: Summary of Meeting:**  
The meeting was summarized as above.

**IX: Scheduling of Next Meeting:**  
The next meeting was scheduled for Thursday, February 8, 1pm – 1:50pm in c-2.

**X: Proposed Agenda Items:**  
Please make requests to G. Hartz

**XI. Adjournment:**  
The meeting was adjourned at 2:00 p.m.

# General Education Committee

## Minutes

**Meeting Date:** February 8, 2007

**Time:** 1:00 p.m.

**Place:** C-2

### I. Call to Order:

### II. Roll Call:

Name	Init.
Frank Camacho	X
Gary Hartz	X
Steve Lam	X
Judith Salas	X
Zhaopei Teng	X

### III. Approval of prior minutes:

**Minutes were approved.**

### IV. Update on Action Items:

1. Z. Teng: Civic Engagement survey finalization  
Z. Teng indicated that survey is ready for use. The Committee agreed to use the online version of the survey. Z. Teng agreed to meet with Adjunct Associate Dean Eric Chong in order to inform him of the survey. G. Hartz will review the final survey prior to its upload.
2. J. Salas: Written Communication assessment progress report  
There are barriers to linking respondents' demographic information with their responses, but J. Salas will continue to pursue a way of integrating these data.
3. S. Lam: Tutoring Survey progress report  
The data has been collected and the tables for mathematics have been made. S. Lam and J. Salas will work together to create similar tables for the English component of the survey.
4. F. Camacho: Oral Communication progress report  
Data is currently being collected and all is proceeding as planned.
5. G. Hartz: readers / graders progress report  
The request for funds will be submitted when Mr. Hartz receives the relevant information about graders / readers.
6. G. Hartz: Civic Engagement / GenEd Recommendations progress report  
G. Hartz will again request Curriculum Committee review of the Civic Engagement recommendations at that Committee's meeting, tomorrow afternoon.

### V. Old Business:

1. Faculty Development Day presentation  
The Committee agreed to hold two planning sessions during the week before the presentation.
2. Institutional data collection  
Mr. Richard Quiambao, Institutional Researcher, has a standing invitation to attend the GenEd meetings. After data is gathered and presented for the upcoming AIE deadline, GenEd will make a determination of what must be done next, in order to gather institutional data.
3. Issue: Waiving General Education Requirements
4. G. Hartz met with Dr. Rider on this issue. There is agreement that a need exists to maintain the integrity of the current requirements. This issue will be discussed in more detail at the next GenEd meeting.

**VI. New Business:**

**VII: Announcements:**

1. The next two GenEd meetings will be working meetings, to plan for the Professional Development Day presentation.

**VIII: Summary of Meeting:**

The meeting was summarized as above.

**IX: Scheduling of Next Meeting:**

Working meetings: February 15, 12pm – 2:30pm. And February 16, 3pm – 5pm.

**X: Proposed Agenda Items:**

**XI. Adjournment:**

2:00 pm.



# General Education Committee

## Minutes

**Meeting Date:** April 10, 2007

**Time:** 1:00 p.m.

**Place:** C-2

### I. Call to Order:

### II. Roll Call:

Name	Init.
Frank Camacho	x
Gary Hartz	x
Steve Lam	x
Judith Salas	x
Zhaopei Teng	x

*Guest attendees: Dr. John R. Rider, Academic Vice President, Dr. Ray D. Somera, Assistant Director for Assessment and Institutional Effectiveness, Mr. Richard Quiambao, Institutional Researcher.*

*(Note: the order of proceedings was changed, with Old Business item 2 occurring first).*

### III. Approval of prior minutes:

No minutes to approve.

### IV: Update on Action Items:

1. Pay for readers / graders  
G. Hartz is still awaiting all information on readers / graders. Upon receipt he will direct the request via AIE to HR.
2. General Education Recommendations  
Recommendations will be discussed at the next meeting.

### V. Old Business:

1. Planning for transition to 2007-2008 General Education Committee  
All members indicated their interest in returning to the General Education Committee for 2007 – 2008.
2. Planning for the End of Year Report  
This topic will be discussed at the next meeting. Members were encouraged to share any items with G. Hartz.

### VI. New Business:

1. New Assessment Needs related to General Education and accreditation  
(welcome to our guests from the CCA)  
G. Hartz and J.R. Rider briefed the Committee regarding the discussion that took place at the CCA meeting on March 30 with some GenEd members. GCC must begin to prepare for the probability that we will be mandated by ACCJC / WASC to assess General Education Student Learning Outcomes in all GCC classes. In order to prepare for such a task, there will need to be a change of focus of the General Education Committee. Dr. Rider and Dr. Somera recommend that CCA/AIE take over the methodological and logistical aspects of the GenEd assessment process, freeing the General Education Committee to play other important roles in guiding this change to assessment procedures. They shared two handouts: one detailing a 'Performance-Based' GenEd assessment model from Johnson Community College, and another from ACCJC presenting the specifications by which GenEd SLOs may be evaluated in the future. Dr. Somera recommended that the logistical aspects of the future Assessment Plan be divided between AIE and GenEd, with AIE handling the selection of courses to be evaluated, the collection, copying and distribution of artifacts (potentially 700 artifacts per cycle), the interpretation of data and presentation of a report, and the use of indirect measures of assessment. GenEd would develop rubrics for all GenEd SLO

categories, form and train faculty scoring teams, and implement / monitor the use of results. The AVP's office would communicate with the instructors in selected classes, and AIE and GenEd would work together to establish timelines and activities. G. Hartz shared general support of the recommended changes, adding that important future roles of the GenEd Committee would include educating the campus community about the changes, working in collaboration with the Curriculum Committee on revision of Program and Course Guides, advising AIE to ensure that efforts are informed by faculty with GenEd expertise, and ensuring that the needs and concerns of constituents are heard via the shared governance process. The initial goal is 100% compliance by the 2009 accreditation mid-year report. To begin, rubrics will be finalized in the fall, as will class lists. Additional tasks will be identified and detailed in the early fall as well.

**VII: Announcements:**

Members were asked to look for a message from Faculty Senate President Frank Blas, sharing details on the final meeting of the year.

**VIII: Summary of Meeting:**

The meeting was summarized as above.

**IX: Scheduling of Next Meeting:**

The next meeting was scheduled for April 17 at 1pm in C-2.

**X: Proposed Agenda Items:**

Proposed agenda items should be shared with G. Hartz

**XI. Adjournment:**

The meeting was adjourned at 2:05pm.

# General Education Committee

## Minutes

**Meeting Date:** April 17, 2007

**Time:** 1:00 p.m.

**Place:** C-2

### I. Call to Order:

### II. Roll Call:

Name	Init.
Frank Camacho	x
Gary Hartz	x
Steve Lam	x
Judith Salas	x
Zhaopei Teng	x

### III. Approval of prior minutes:

Minutes approved as distributed.

### IV. Update on Action Items:

1. Pay for readers / graders  
G. Hartz will submit a request for pay for readers / graders with all available information.  
Additional information will be requested of Human Resources.
2. General Education Recommendations  
See '4' below under 'Old Business'.

### V. Old Business:

1. Follow-up: New Assessment Needs related to General Education and accreditation  
The Committee briefly discussed the scope of the changes to occur in the next year, including the creation of an on-line Catalog. J. Salas shared a printout from the Kapiolani Community College Catalog, showing how SLOs appear in the descriptors for courses and programs. Concerns were raised regarding GCC's ability to gather the needed number of artifacts within the timeline, and to do so for all identified classes.
2. Planning for transition to 2007-2008 General Education Committee  
G. Hartz was elected as Chairperson of the General Education Committee for 2007-08, and Frank A. Camacho was elected as Vice-Chairperson of the General Education Committee for 2007-08. Voting was unanimous. G. Hartz indicated that Ms. Tico Tenorio has officially expressed an interest in joining the Committee for 2007-08. She and J. Salas would have to decide who would serve as a general member of the Committee and who would serve as the representative from the English Language Institute.
3. Planning for the End of Year Report  
A handout for members to use in planning for the Report was distributed. Members were asked to provide comments by the 4/24 meeting.
4. General Education Recommendations  
A draft of the Recommendations was presented to Committee members by G. Hartz. G. Hartz read a rationale for each of the recommendations in their current form. The key changes include: Recommendation 1 was removed because faculty opinions fell on both sides, and students were opposed to the recommendation. A provision allowing for attorneys to examine the legality of limiting the number of credits students can count when moving from Enrichment to Declared student status was added for Recommendation 3. Also, for Recommendation 4, a provision was added, recommending that a 'Tutoring Fee' to be established to GenEd math and English courses, to fund a Tutoring Center. Committee members were asked to consider the recommendations, proposing any changes at the 4/24 meeting.

**VI. New Business:**

No new business was discussed.

**VII: Announcements:**

Members were asked to look for a message from Faculty Senate President Frank Blas, sharing details on the final meeting of the year to be held on Friday, April 20 at 3pm in the Multi-Purpose Center.

**VIII: Summary of Meeting:**

The meeting was summarized as above.

**IX: Scheduling of Next Meeting:**

The next meeting was scheduled for April 24 at 1pm in C-2.

**X: Proposed Agenda Items:**

Proposed agenda items should be shared with G. Hartz

**XI. Adjournment:**

The meeting was adjourned at 2:00pm.

# General Education Committee

## MINUTES

**Meeting Date:** April 24, 2007

**Time:** 1:00 p.m.

**Place:** C-2

### I. Call to Order:

### II. Roll Call

Name	Init.
Frank A. Camacho	X
Gary Hartz	X
Steve Lam	X
Judith Salas	X
Zhaopei Teng	X

### III. Approval of Prior Minutes

Minutes reviewed and approved by committee.

### IV. Update on Action Items

#### 1. Pay for readers

Frank Camacho will write a memo to request processing compensation for the evaluators, including those whose personal information may be lacking. This memo will be submitted to Dr. Rider via AIE, at the suggestion of Gary Hartz.

### V. Old Business

#### 1. Planning for transition to the 2007-2008 General Education Committee

Gary Hartz explained several important changes that occurred at the recent General Assembly meeting on April 21, 2007. As the newly elected Member-at-Large for the Executive Committee, he would no longer be able to serve as Oversight Chair for Student Learning Excellence. To address this, Gary opted to resign as Chair-elect of the 2007-2008 General Education Committee as well as his position as Oversight chair for SLE. Frank Camacho assumed the Chair position for the 2007-2008 Gen Ed Committee and was also elected to be Oversight Chair for SLE, leaving a vacancy in the Vice-Chair/Secretary position. Judy Salas was nominated and elected during this meeting to fill this position for 2007-2008. Gary expressed his desire to continue to seek new members and provide guidance to the committee both as a member and outgoing Chair.

#### 2. General Education Recommendations

The Committee conducted a final review of the proposed recommendations. In particular, there was much discussion on whether the physical orientation of the proposed Tutoring Center should be centralized. Judy Salas (English) and Steve Lam (math) agreed that a central office was necessary, but both wished to retain the actual lab space

within their respective departments. Because of the removal of Old Recommendation I, only three recommendations will be presented by Frank Camacho to the Faculty Senate on May 30, 2007. The Committee agreed to accept the recommendations as amended in the meeting.

**3. End of the Year Report**

Gen Ed members reviewed and approved the End of the Year Report. The report was accepted with amendments. Gary Hartz will upload the report to the Gen Ed website.

**VI. New Business**

1. Gary Hartz indicated that at least two GCC faculty were unaffiliated with a committee and that he was interested in recruiting them to the Gen Ed Committee. This was met with consensus amongst the Committee members.

**VII. Announcements**

1. Gary Hartz will be attending a meeting in Chicago next week.

**VIII. Summary of Meeting**

The meeting was summarized as above.

**IX. Scheduling of next meeting**

The next meeting will be scheduled from 1 p.m. on Tuesday, May 8, 2007 in C-2.

**X. Proposed agenda items**

Proposed agenda items should be shared with Frank Camacho.

**XI. Adjournment**

The meeting was adjourned at 2 p.m.

# General Education Committee

## MINUTES

**Meeting Date:** May 8, 2007

**Time:** 1:00 p.m.

**Place:** C-2

### I. Call to Order:

### II. Roll Call

Name	Init.
Frank A. Camacho	X
Gary Hartz	X
Steve Lam	X
Judith Salas	X
Zhaopei Teng	X

### III. Approval of Prior Minutes

Minutes reviewed and approved by committee

### IV. Update on Action Items

#### 1. Pay for readers

A memo was submitted for payment for readers/evaluators to Dr. Rider via Dr. Somera in AIE. Payment is pending approval of the memo.

### V. Old Business

#### 1. Planning for transition to the 2007-2008 General Education Committee

Gary Hartz announced that Lois Gage, Chair of Allied Health, would like to joining the Gen Ed Committee for AY 2007-2008. This was met with unanimous agreement that she would be a welcome addition to the Committee.

#### 2. General Education Recommendations

The final General Education Recommendations for AY 2006-2007 were presented to the Faculty Senate on May 1, 2007. The Faculty Senate agreed to accept the recommendations with the amendment to review the role of the registrar with respect to Recommendation II. The Faculty Senate also acknowledged the hard work of the general Education Committee in preparing the recommendations.

#### 3. End of the Year Report

Gary Hartz collated feedback from members regarding the final General Education Committee End of the Year Report. No new amendments were made to the report since the previous meeting and the report was voted and approved for forwarding to AIE.

## **VI. New Business**

Zhaopei Teng and Judy Salas voiced concerns regarding overrides of Gen Ed courses by non-Gen Ed personnel. It was agreed that this issue should be brought up to the senate as well as with Dr. Rider. Gary Hartz has reported on this issue before and this is a continuance of this discussion.

Gen Ed Committee goals for AY 2007-2008 were also discussed. The majority of the discussion centered around the need to start thinking about further development of rubrics for the seven SLO's, particularly in light of the re-defined role of the Gen Ed committee with respect to assessment.

## **VII. Announcements**

Gary Hartz announced a get-together to commemorate the imminent departure of former Gen Ed Committee member Dave Moran. Details were given in the meeting.

## **VIII. Summary of Meeting**

The meeting was summarized as above.

## **IX. Scheduling of next meeting**

The next meeting is scheduled for 3:30 p.m. on August 17, 2007 in Room C-2

## **X. Proposed agenda items**

Agenda items should be shared with Frank Camacho prior to the next meeting date.

## **XI. Adjournment**

The meeting was adjourned at 2 p.m.