

General Education Committee

AGENDA

Meeting Date: January 29, 2008
Time: 8:15 a.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - i. Letter of support
 - ii. email listing
 - b. Training schedules
 - c. Rubrics
2. Gen Ed Recommendations
 - a. gathering data
3. Gen Ed Rubrics

VI. New Business

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

AGENDA

Meeting Date: February 5, 2008
Time: 8:15 a.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - i. Letter of support
 - ii. email listing
 - b. Training schedules
 - c. Rubrics
2. Gen Ed Recommendations
 - a. gathering data
3. Gen Ed Rubrics

VI. New Business

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

AGENDA

Meeting Date: February 11, 2007
Time: 8:15 a.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - i. Letter of support
 - ii. email listing
 - b. Training schedules
 - c. Rubrics
2. Gen Ed Recommendations
 - a. gathering data

VI. New Business

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

Agenda

Meeting Date: February 26, 2008
Time: 8:15 a.m.
Place: C-2

I. Call to Order:

II. Roll Call

| Name | Initial |
|------------------------|---------|
| Frank Camacho | |
| Lois Gage | |
| Steve Lam | |
| Coleen Reilly | |
| Judy Salas | |
| Juanita (Tico) Tenorio | |
| Zhaopei Teng | |
| *Schedule conflict | |

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - b. Training schedules
 - c. Rubrics
2. Gen Ed Recommendations
 - a. Enrichment Student category
 - b. Survey

VI. New Business

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

AGENDA

Meeting Date: March 25, 2008
Time: 8:15 a.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - b. Training schedules
 - c. Rubrics
2. Gen Ed Recommendations
 - a. Enrichment Student category
 - b. Survey

VI. New Business

1. Selection of courses for assessment
3. Ad for evaluators
2. Selection of Chair and Chair-elect

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

AGENDA

Meeting Date: October 17, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
2. Professional Development Day

VI. New Business

3. General Education Recommendations
4. GCC email access

VII. Announcements

1. Code of Ethics

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

AGENDA

Meeting Date: **October 24, 2007**
Time: **12:30 p.m.**
Place: **C-2**

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - b. Development of assessment instruments

VI. New Business

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

AGENDA

Meeting Date: October 31, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. By-laws
2. SLO development for GCC Gen Ed courses
 - a. Faculty Survey: Judy Salas, Steve Lam and Tico Tenorio
 - b. Funding for survey and announcements: Frank Camacho

VI. New Business

1. Development of assessment instruments
 - a. SLO's that have been assessed
 - b. Selection of Academic Categories for researching assessment instruments

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee AGENDA

Meeting Date: November 7, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - b. Development of assessment instruments
2. Gen Ed recommendations

VI. New Business

VII. Announcements

1. Shared Governance Day
2. Name for Faculty Senate newspaper
3. Faculty participation in Graduation Day

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

AGENDA

Meeting Date: November 21, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
 - b. Development of assessment instruments
2. Gen Ed recommendations

VI. New Business

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

MINUTES

Meeting Date: January 23, 2008
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

II. Roll Call

| Name | Initial |
|------------------------|---------|
| Frank Camacho | X |
| Lois Gage | * |
| Steve Lam | X |
| Coleen Reilly | * |
| Judy Salas | X |
| Juanita (Tico) Tenorio | X |
| Zhaopei Teng | X |

*Schedule conflicts

III. Approval of Prior Minutes

Tabled until January 29 meeting

IV. Action Items

none

V. Old Business

1. SLO development for GCC Gen Ed courses

a. Faculty Survey

i. Letter of support

Dr. Somera stated that he would be willing to send a letter to strongly encourage faculty participation in the GE survey

ii. email listing

A listing of FT faculty email addresses was provided to the GE chair for incorporation into the GE survey engine. This will be done with help from Steve Lam.

b. Training schedules

Tabled until next meeting

c. Rubrics

The GE chair requested all committee members to submit any remaining rubrics that they were assigned to gather in order to develop the GE SLO assessment instruments.

2. Gen Ed Recommendations

a. gathering data

The College Governing Council received President Okada's response to the Gen Ed Recommendations and forwarded them to the GE Committee to review and resubmit with changes. Because Recommendation I and II were being addressed

outside of the GE committee, the discussion centered around how to address the President's request for more data in order for her to support Recommendation III. It was agreed that data from the registrar and Project AIM was needed, including pass/fail rates in developmental English and Math, the number of years to complete English and Math requirements, and the ratio of students who apply to Project AIM versus the acceptance rates. The GE Chair will contact the GCC Registrar and Project AIM coordinator to request access to this data and will inform the GE Committee of the progress at the next meeting.

3. Graduation

The FS asked all faculty to participate in the May graduation ceremony, indicating interest by completing and submitting the flyer placed in their mailbox in the faculty lounge. To date only nine faculty at GCC have filled in the forms.

VI. New Business

1. Assessment of course substitution compliance

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

General Education Committee

Minutes

Meeting Date: February 26, 2008
Time: 8:15 a.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

Minutes were tabled for approval electronically

IV. Action Items

N/A

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey
FC reported that 27 faculty responded to the survey as of February 25. The data will be edited in order to condense the data into a single spreadsheet file by Steve Lam and Zhaopei Teng. Also, a list of faculty who did not respond will be created. DC's will be asked to approach these faculty to encourage them to complete the survey.
 - b. Training schedules
Committee members submitted names of potential evaluators for Gen Ed assessment efforts.
 - c. Rubrics
Copies of rubrics for certain academic categories were distributed to members. Members will review these rubrics and meet on February 29 at 1 p.m. to align these rubrics with their SLO's.
2. Gen Ed Recommendations
 - a. Enrichment Student category
The General Education Committee received a legal opinion from GCC's legal counsel that the recommendation to create an Enrichment Student category was valid. The committee received the revised recommendation from the Faculty Senate and approved them with minor edits. The Faculty Senate received the

recommendation and approved them on February 27. These recommendations will be submitted to the College Governing Council for approval.

b. Survey

The chairs of the English and Math departments agreed to allow a survey of students taking English and Math courses to be surveyed for their opinions regarding the availability of tutoring services at GCC.

VI. New Business

None

VII. Announcements

None

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

A special meeting will be held on February 29 at 1 p.m. in the Faculty Senate office in order to review and align rubrics with SLO's.

X. Proposed agenda items

XI. Adjournment

General Education Committee

Minutes

Meeting Date: August 17, 2007

Time: 3:00 p.m.

Place: C-5

I. Call to Order:

II. Roll Call

| Name | Init. |
|-------------------------|-------|
| Frank A. Camacho | x |
| Lois Gage | x |
| Gary Hartz (ex officio) | |
| Steve Lam | x |
| Colleen Reilly | |
| Judith Salas | x |
| Zhaopei Teng | |
| Tico Tenorio | x |

III. Approval of Prior Minutes

Minutes to be approved by August 29, 2007

IV. Update on Action Items

No action items from previous academic year.

V. Old Business

1. General Education Recommendations are currently awaiting approval from the College Governing Council. Frank Camacho will report to the Gen Ed Committee on the status of the recommendations during the next meeting.

VI. New Business

1. AJCC assessment requirements for Gen Ed

Frank Camacho reported on a meeting he had with Dr. Ray Somera on August 13, 2005 in which they discussed the General Education Committee's upcoming role in formulating SLO's and assessment tools in order to meet the modified reporting requirements from AJCC (see the 7th Annual AIAR report for these modifications). Much of the ensuing discussion in the Gen Ed meeting centered around planning to implement these course-level SLO's in the Gen Ed program. It was agreed by the Committee that the first step would be to acquire course syllabi from the department chairs throughout the campus in order to facilitate development of these SLO's. Furthermore, Gen Ed members will begin to review similar SLO-development efforts from other secondary institutions.

2. Survey of declining student numbers

The Gen Ed Committee considered a proposal by members of the Faculty Senate and Administration to explore the underlying basis for declining student enrollment at GCC via a student survey of the Gen Ed curriculum. Several Gen Ed members questioned the utility of conducting such a study among Gen Ed students, particularly because student enrollment in certain Gen Ed courses appears to be maximal.

VII. Announcements

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

The next meeting will be scheduled for August 29 at 12:30 p.m. in room C-2.

X. Proposed agenda items

XI. Adjournment

General Education Committee

DRAFT MINUTES

Pending Approval by Committee Members by Sept 4, 2007

Meeting Date: August 29, 2007
Time: 12:40 p.m.
Place: C-5

I. Call to Order:

II. Roll Call

| Name | Init. |
|------------------|-------|
| Frank A. Camacho | X |
| Lois Gage | X |
| Steve Lam | X |
| Coleen Reilly | |
| Judith Salas | * |
| Zhaopei Teng | X |
| Tico Tenorio | X |

*Judy Salas was unable to attend due to medical reasons

III. Approval of Prior Minutes

IV. Action Items

V. Old Business

1. General Education recommendations

The Gen Ed recommendations that were approved by the Faculty Senate in Spring 2007 await approval by the College Governance Council.

2. SLO development for GCC Gen Ed courses

A major clarification on the role of the Gen Ed committee was provided to the Committee's liaison to AIE, Frank Camacho, by Dr. Ray Somera. According to Dr. Somera, the Gen Ed Committee would be responsible for determining which SLO's were being addressed within each of the approximately 470 courses offered at GCC. In addition, assessment tools for each SLO would be developed that cut across the different courses in order to facilitate assessment using a single instrument per SLO. The Gen Ed Committee heard these points of clarification with great interest and expressed several specific concerns regarding the Committee's new role. In particular, the question of assessing courses that were likely to occur early in a student's program, before they have completed the GE requirements for their degree, was a major concern. Additionally, the motivation for assessing Gen Ed SLO's across the curriculum was called into question. To address this, Tico Tenorio suggested inviting Dr. Somera

to attend the next Gen Ed Committee meeting. Until then, it was agreed that the issue would be tabled until further clarification could be provided by AIE.

3. Survey of declining student numbers

No new developments regarding the proposed survey of the decline in student enrollment were reported.

VI. New Business

1. Committee Goal Matrix

The Committee Goal Matrix was presented by Frank Camacho. One general goal was established during the meeting: the Gen Ed Committee would develop an assessment strategy and instruments to evaluate the degree to which students in the Gen Ed curriculum were successfully meeting the seven established SLO's. Gen Ed committee members agreed to carefully consider other goals for the upcoming school year before finalizing the Committee Goal Matrix during the next meeting.

2. Curriculum Committee liaison

Gen Ed Committee members unanimously agreed to have Frank Camacho be the de facto Gen Ed committee liaison to the Curriculum Committee through his duties as Oversight Chair for Student Learning Excellence.

VII. Announcements

1. Interviews for the Faculty Senate Administrative Assistant

Frank Camacho reported that the Faculty Senate would be conducting interviews for potential candidates for the Faculty Senate Administrative Assistant position on Friday, August 31. All interested committee members were encouraged to attend.

2. Access to room C-2

Access to room C-2 for scheduled Gen Ed Committee is unavailable pending the distribution of keys to the senate offices by Bill Melendez.

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

The next Gen Ed meeting is scheduled for Wednesday, September 5 at 12:30 pm in room C-2.

X. Proposed agenda items

XI. Adjournment

General Education Committee

MINUTES

Meeting Date: September 5, 2007
Time: 12:30 p.m.
Place: C-5

I. Call to Order:

II. Roll Call

| Name | Init. |
|------------------|-------|
| Frank A. Camacho | X |
| Lois Gage | X |
| Steve Lam | X |
| Coleen Reilly | X |
| Judith Salas | X |
| Zhaopei Teng | X |
| Tico Tenorio | X |

III. Approval of Prior Minutes

Minutes from August 29 were unanimously approved.

IV. Action Items

1. Committee Goal Matrix
Tabled until September 12, 2007.

V. Old Business

1. SLO development for GCC Gen Ed courses

Dr. Ray Somera attended the meeting and provided very useful clarification on AIE's expectations from the Gen Ed Committee regarding assessment of Gen Ed SLO's. As a result, the committee will consider conducting a campus-wide faculty survey to determine the extent that Gen Ed SLO's are being incorporated into the curriculum at the course-level. From there, it is expected that the Committee will be able to develop a matrix of SLO's and which courses at GCC that are addressing them.

Because of the depth of discussion between the committee and AIE, the remaining agenda items were tabled, by consensus, until the September 12 meeting.

2. Survey of declining student numbers
3. General Education recommendations

VI. New Business

1. Timekeeping/Tracking time spent on GE tasks
2. Professional Development Day

VII. Announcements

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

Wednesday, September 12, 2005 in room C-5.

X. Proposed agenda items

XI. Adjournment

General Education Committee

MINUTES

Meeting Date: September 12, 2007
Time: 12:30 p.m.
Place: C-5

I. Call to Order:

II. Roll Call

III. Approval of Prior Minutes

Minutes were approved during meeting.

IV. Action Items

1. Committee Goal Matrix

A draft committee goal matrix was completed during the meeting. Frank Camacho said he would finalize the matrix and forward it to committee members for final approval at the next meeting.

V. Old Business

1. SLO development for GCC Gen Ed courses

The development of a faculty survey to create a SLO X course matrix was spearheaded by Tico Tenorio and Judy Salas. Steve Lam has said he would develop an online template to facilitate electronic responses. This survey would then be introduced during the next Professional Development Day on October 8, 2007.

2. Survey of declining student numbers/Faces of the Future Survey

The 10 Faces of the Future Survey questions that were proposed by Gary Hartz were reviewed by the Gen Ed Committee and unanimously approved. These questions were then submitted to AIE for incorporation in the upcoming survey.

3. General Education recommendations

The Gen Ed Recommendations from 2006-2007 remain in the College Governance Council. No action has been taken.

VI. New Business

1. Timekeeping/Tracking time spent on GE tasks

The chair reminded Committee members that is essential to keep track of time spent on committee work, even outside of meetings. This is because of the need to show evidence that committee members are meeting or exceeding their 3 hour commitment to their respective committees.

2. Professional Development Day

The Gen Ed Committee agreed that it would conduct a 15-20 minute presentation during General Assembly for faculty on the upcoming survey of Gen Ed SLO's and courses. The survey produced by Judy Salas, Tico Tenorio, and Steve Lam will be incorporated into a PowerPoint presentation produced by the remaining committee members (Coleen Reilly, Lois Gage, Zhaopei Teng and Frank Camacho).

VII. Announcements

None

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

The next meeting was scheduled for September 19, 2007. This has been rescheduled for September 21, 2007.

X. Proposed agenda items

None

XI. Adjournment

The meeting was adjourned at 1:35 p.m.

General Education Committee

MINUTES

Meeting Date: October 3, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

The meeting was called to order at 1:35 p.m.

II. Roll Call

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

III. Approval of Prior Minutes

Pending

IV. Action Items

No actions items were on the agenda.

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey

Tico Tenorio and Steve Lam reported on the progress of the pending Faculty Survey. The majority of the discussion focused upon the need to add all Gen Ed SLO's within the seven academic categories. There was considerable concern that the number of SLO's would dissuade many faculty members from responding to the survey. However, it was decided that a draft of the survey would be developed and a trial survey completion would be performed in which several faculty members would attempt to complete the survey in order to determine whether there are any issues with respect to the amount of information to fill in.

2. Professional Development Day

Frank Camacho reported that he would be conducting the presentation of the faculty survey during General Assembly at Professional Development Day. He was allotted 15-20 minutes by PDRC. In addition, the Curriculum Committee was seeking a Gen

Ed representative to help facilitate their workshop on the new course-level template during the breakout sessions of PDD.

VI. New Business

None

VII. Announcements

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

The next meeting will be scheduled for October 17, 2005 in room C-2 at 12:30 p.m.

X. Proposed agenda items

Please send all proposed agenda items to Frank Camacho prior to Wednesday's meeting.

XI. Adjournment

The meeting was adjourned at 1:40 p.m.

General Education Committee

Minutes

Meeting Date: October 17, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

The meeting was called to order at 12:35 pm.

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 for October 3, 2007 were approved as written.

IV. Action Items

None

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey

Judy Salas, Steve Lam, and Tico Tenorio reported on the online Faculty Survey, which was tested by Gen Ed members prior to the meeting. Comments and suggestions for improvement were provided by committee members. These modifications to the online survey will be incorporated and a new version will be available for review during the upcoming week.

2. Professional Development Day

Frank Camacho reported on the workshop he helped co-facilitate with the Curriculum Committee during PDD. Regarding the incorporation of the Gen Ed SLO's into the course guide templates, feedback from department chairs who attended the workshop on was positive and they commented that the templates were easy to use and complete.

VI. New Business

3. General Education Recommendations

Frank Camacho reported that the Gen Ed recommendations from 2006-2007 were approved by the College Governing Council on October 17. However, a revision was made to recommendation #3 stating that identification of funding sources and administration of the tutoring center would be determined by the GCC President.

4. GCC email access

Alternate GCC email access via mail.guamcc.edu was announced to the Gen Ed Committee. Also, FC reported the latest developments with the Technology Advisory Committee.

VII. Announcements

1. Code of Ethics

It was reported that the Code of Professional Ethics was approved by the Faculty Senate and the College Governing Council.

VIII. Summary of Meeting

The meeting was summarized as above

IX. Scheduling of next meeting

The next meeting was scheduled for October 24, 2007 at 12:30 in room C-2.

X. Proposed agenda items

Please send all proposed agenda items to Frank Camacho

XI. Adjournment

The meeting was adjourned at 1:35 p.m.

General Education Committee

Minutes

Meeting Date: October 24, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

12:42 p.m.

II. Roll Call

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

III. Approval of Prior Minutes

Minutes from October 17, 2007 were approved.

IV. Action Items

None

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey

A modified version of the Faculty Survey was presented to the Gen Ed Committee for further review. Minor changes to the introductory language was suggested and will be developed by Judy Salas and Tico Tenorio for inclusion by Steve Lam. The GEC then agreed that this updated will be submitted for review and approval electronically. Pending approval, a trial of the survey will be performed among other faculty within the next week and the results will be reported at the next GEC meeting.

Frank Camacho will also approach Dr. Ray Somera regarding funding to use more sophisticated survey engines. Steve Lam reported that the current survey being developed contains more enhanced features which are available for approximately \$20/day. FC will report on these discussions at the next meeting.

VI. New Business

Development of assessment instruments

The GEC will begin to accumulate assessment instruments in order to modify and align them to existing Gen Ed SLO's. Coleen Reilly volunteered to begin researching assessment instruments at other institutions for the Civic Engagement academic category. There was no objection by other GEC members to her choice. Other Gen Ed members will begin accumulating similar assessment instruments for the other academic categories at the next Gen Ed meeting. This effort will also include a review of SLO's that may have already been assessed in previous years. Frank Camacho will develop a list of which SLO's have already been assessed before the next meeting.

VII. Announcements

None

VIII. Summary of Meeting

The meeting was summarized as above

IX. Scheduling of next meeting

The next meeting was scheduled for October 31, 2007

X. Proposed agenda items

XI. Adjournment

Meeting was adjourned at 1:35 p.m.

General Education Committee Minutes

Meeting Date: November 7, 2007
Time: 12:30 p.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 | * |
| Juanita (Tico) Tenorio | X |
| Zhaopei Teng | X |

*Excused for medical reasons

III. Approval of Prior Minutes

Minutes were approved unanimously.

IV. Action Items

None

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey

Steve Lam presented the results from the trial run of the Gen Ed survey by selected faculty members. A disappointing number of respondents completed the survey and there was still considerable confusion regarding the number of courses to be filled out per survey run. Gen Ed members all contributed valuable input on ways to modify the survey and FC will make those modifications and distribute them electronically for committee approval.

- b. Development of assessment instruments

Tabled until next meeting.

2. Gen Ed recommendations

FC reported that the GE recommendations were still being reviewed by the President. No official word on their status has been given at the time of the meeting.

VI. New Business

None

VII. Announcements

1. Shared Governance Day

Established by the Faculty Senate as April 18, 2008.

2. Name for Faculty Senate newspaper

The FS is searching for a name for the upcoming FS newsletter.

3. Faculty participation in Graduation Day

Faculty should have received a form in their mailbox from the Faculty Senate kindly requesting their presence at next semester's GCC commencement ceremony. The form includes information on cap/gown size and should be filled out and submitted as soon as possible.

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

The next meeting will be scheduled for November 21, 2007.

X. Proposed agenda items

XI. Adjournment

The meeting was adjourned at 1:45 p.m.

General Education Committee MINUTES

Meeting Date: November 28, 2007
Time: 12:30 p.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 as above

IV. Action Items

None

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey

The Gen Ed committee further developed the survey by adding and refining the types of assignments that instructors would assign to address specific SLOs. In addition, minor edits to the format of the survey were proposed. Zhaopei Teng, Lois Gage and Colleen Reilly would work to finalize the survey and send an email when the edits have been made so that the survey could be disseminated electronically.

- b. Development of assessment instruments

FC asked committee members to submit copies of rubrics for specific SLOS they had signed up for by Monday, December 3, 2007.

2. Gen Ed recommendations

The Gen Ed recommendations have yet to be returned from the President to the Gen Ed committee for revision.

VI. New Business

1. Committee Goal Matrix

The mid-term report is due by December 7, 2007. FC will email a draft version to members by Friday, November 30 and any corrections or other concerns should be communicated to FC by Monday, December 3, 2007.

VII. Announcements

None

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

TBA (January 2008)

X. Proposed agenda items

Please send any potential agenda items to FC as soon as possible.

XI. Adjournment

The meeting was adjourned at 1:35 p.m.

General Education Committee

MINUTES

Meeting Date: February 5, 2008
Time: 8:15 a.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

*Schedule conflict

III. Approval of Prior Minutes

Minutes were approved unanimously.

IV. Action Items

N/A

V. Old Business

1. SLO development for GCC Gen Ed courses

a. Faculty Survey

i. Letter of support

Dr. Somera agreed to write a letter of support to accompany the GE survey. The Gen Ed committee will help draft language to help guide the spirit of the letter. This will be completed before the end of the week.

ii. email listing

Email addresses are still pending and are needed to send the survey out to faculty.

b. Training schedules

The identification of evaluators for the GE course-level assessment effort was discussed. GE members agreed to seek evaluators with experience from each of the different academic categories.

c. Rubrics

Rubrics from all GE members were submitted. FC will collate them and make them available for review.

2. Gen Ed Recommendations

a. gathering data

The GE chair engaged in discussions with the Project AIM program coordinator in order to determine the extent that students were seeking tutoring services. The coordinator provided data on the student:tutor ration as well as sample data on student completion rates for the developmental curriculum.

3. Gen Ed Rubrics

Addressed in previous section.

VI. New Business

N/A

VII. Announcements

None

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

Tuesday, February 12, 2008 at 8:15 a.m. in room C-2.

X. Proposed agenda items

Please forward agenda items to the Gen Ed Chair as soon as possible.

XI. Adjournment

The meeting was adjourned at 9:35 a.m.

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**

IV. 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.

VI. New Business

VII. Announcements

VIII. Summary of Meeting

IX. Scheduling of next meeting

X. Proposed agenda items

XI. Adjournment

Meeting was adjourned at 9:45 a.m.

General Education Committee Minutes

Meeting Date: November 21, 2007
Time: 12:30 p.m.
Place: C-2

I. Call to Order:

II. Roll Call

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

III. Approval of Prior Minutes

Minutes were approved.

IV. Action Items

None

V. Old Business

1. SLO development for GCC Gen Ed courses
 - a. Faculty Survey

FC reported that the M3Q.com survey engine was not secure enough to keep identities of respondents confidential. The committee chose to use the SurveyMONkey.com survey engine. The survey would be created and modified in part by Zhaopei Teng and FC. The survey would be presented at the next meeting.

- b. Development of assessment instruments

Tabled until next meeting.

2. Gen Ed recommendations

A official response from the GCC President's Office regarding her approval of the recommendations remains pending.

VI. New Business

None

VII. Announcements

VIII. Summary of Meeting

The meeting was summarized as above.

IX. Scheduling of next meeting

Wednesday, November 28, 2007

X. Proposed agenda items

XI. Adjournment

Meeting was adjourned at 1:40 p.m.