



**Board of General Studies
MINUTES – 1430-1630, 4 December 2008, CL 412**

Present: Stephen Branz, Robert Cooper, Diana Stover (CASA), Simon Rodan (COB), Maureen Smith (Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS)

Absent: Shahin Gerami (COSS), William Avila (AS)

Guest: Jackie Snell (Director of Assessment & BUS 12 Course Coordinator)

1.0 Approval of Minutes (Nov 20): Minutes approved unanimously (after minor change)

2.0 GEAP Liaison Reports:

2.1 Science (Gerami) -- meeting at the same time as BOGS to consider METR 12 (new B1)

3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 1A (C2)	Stover/all	Dec 11 submission deadline for Fall 09 offering
BUS 12 (E)	Rodan/all	Approved 6-0-0

The Board commends the Coordinator for providing an excellent New Course Certification Request, providing clear linkages between assignments and the SLOs and describing the assessment of each of these assignments. Comments by Board members included “I want to take this course” and “All students should be required to take this course.” There were no suggestions or recommendations for improvement.

METR 12 (B1)	Gerami/all	to be considered at the Dec 11 meeting
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4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
AAS 165 (S)	all	needs improvement -- Julie & Maureen assigned

5.0 Course/s Submitted for Core GE & AI Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 20A/B (F1)	Smith/all	extension granted; submit Feb 09
HIST 170 (F1)	Smith/all	extension granted; submit Feb 09

6.0 Course/s Submitted for SJSU Studies Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
SOCS 138 (S)	Leddy	GS reviewed; approved 3-0-3

In Spring 2008, the Board had voted to approve this course pending submission of a revised greensheet. Current Board members are aware that this task was passed to the new Coordinator with no warning. The greensheet submitted this Fall fulfills the condition set last Spring, but could have provided clearer linkages between the SLOs and specific assignments used to assess them.

SOCS 139 (V)	Leddy	GS reviewed; approved 5-0-1
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[same paragraph as for SOCS 138]

7.0 GEAPs -- structure & membership -- college curriculum committee feedback

CASA -- recommend 7-member GEAPs with 1 each college represented; if more, then 2 on E (concerned about colleges "owning" GEAPs)

Engr -- wants representation on GEAPs in Areas in which the college offers courses or students take courses; has concerns about "Basic Skills GEAP" (A1/A3/B4 combined) and other GEAPs

COSS -- Still missing information

Math (B4) GEAP -- There was further discussion about the proposed combination with Oral Communications (A1) and Critical Thinking (A3) GEAPs to form a Basic Skills GEAP.

Steve's suggestion -- allow 1 or 2 (optional) non-voting seats per college per GEAP in addition to assigned seats

8.0 GE Program Assessment; continuing discussion:

Diana presented a modification of Julie's proposal for an exit exam. Steve described a proposal to assess LEAP Outcomes since these have been shown to be consistent with GE Program Objectives (mapping done earlier in semester) and to include this in whatever Senate Policy includes the Task Force recommendation.

9.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



**Board of General Studies
MINUTES – 1430-1630, 11 December 2008, CL 412**

Present: Stephen Branz, Robert Cooper, Diana Stover (CASA), Simon Rodan (COB), Maureen Smith (Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS), Shahin Gerami (COSS), William Avila (AS)

Absent: Diana Stover (CASA)

Guest: Jackie Snell (Director of Assessment), Pat Backer (UNVS 109 Course Coordinator)

- 1.0 Approval of Minutes (Dec 4): Minutes approved unanimously (after minor change)
- 2.0 GEAP Liaison Reports:
- 2.1 Science (Gerami) -- concerns about METR 12 (new B1); will meet with coordinator and make recommendation so that BOGS may consider in Feb (in time for late addition to Fall 09 schedule)
- 3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>
- | <i>Course</i> | <i>Liaison/Reviewer</i> | <i>Action</i> |
|---------------|-------------------------|---|
| HIST 1A (C2) | Stover/all | missed Dec 11 deadline for Fall 09 offering |
| METR 12 (B1) | Gerami/all | to be considered at the Feb 5 (or 12) meeting |
- 4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>
- | <i>Course</i> | <i>Liaison/Reviewer</i> | <i>Action</i> |
|------------------|-------------------------|--|
| AAS 165 (S) | all | needs improvement -- Julie & Maureen contacted coordinator but have not heard back yet |
| UNVS 109 (R & V) | all | Approved 7-0-0 |
- The Board commends the Coordinator for providing an excellent New Course Certification Request very nicely integrating content from Areas R and V. This course is an excellent model for team teaching across academic disciplines and an excellent opportunity for SJSU students to experience integrative teaching and learning. The Board's only concern was about individual accountability with respect to oral communication, but the coordinator offered assurance and explained how this concern would be addressed
- 5.0 Course/s Submitted for Core GE & AI Continuing Certification (carried forward from Spr 08):
- | <i>Course</i> | <i>Liaison/Reviewer</i> | <i>Action</i> |
|-----------------|-------------------------|----------------------------------|
| HIST 20A/B (F1) | Smith/all | extension granted; submit Feb 09 |
| HIST 170 (F1) | Smith/all | extension granted; submit Feb 09 |
| PHIL 12 (E) | all | GS reviewed; approved 4-0-3 |
- In Spring 2008, the Board had voted to approve this course pending submission of a revised greensheet. There were still some concerns expressed about the physiology content included in this course, but the Board does thank the coordinator for the inclusion of additional physiology content and acknowledges that the greensheet submitted this Fall fulfills the condition set last Spring.

6.0 GEAPs -- structure & membership -- college curriculum committee feedback (continued):
COSS -- biggest concern -- no increase in total number of seats (due to difficulty in recruiting)

7.0 GE Program Assessment; continuing discussion:

- Qualifying Exam – there is liability for the university – if students fail the exam, they may sue the university for preventing them from graduating.
- GE diploma / distinction in Liberal Education – it could be posted on their transcript if they pass but it won't be a graduation requirement.
- Instructors can give a question on their finals (questions can be course related but also cover 1-3 GE objectives). Instructors may be given the option of coming up with their own questions or BoGS will develop a set of questions. The GEAPs can be involved in the process and instructors of SJSU Studies courses may be invited to contribute to a database of assessment questions as well.
- A comprehensive exam may also be developed and instructors may be given the option to incorporate it into the grade for their course.
- Few of the above mentioned options may be used for data assessment until it is clear what works and what does not.
- The LEAP objectives seem too vague so the questions should address the GE objectives set up in the 2005 GE guidelines.

8.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies
MINUTES – 1430-1630, 6 November 2008, CL 412

Present: Stephen Branz, Robert Cooper, Diana Stover (CASA), Simon Rodan (COB), Maureen Smith Educ), Tom Leddy (H&A), Julie Sliva Spitzer (COS); Shahin Gerami (COSS), William Avila (AS)

Absent: Tri Caohuu (Engr)

Guest: Jackie Snell (Director of Assessment)

1.0 Approval of Minutes (Oct 23): Minutes approved unanimously.

2.0 GEAP Liaison Reports:

2.1 Critical Thinking (Spitzer) – Anand Vaidya was reelected a chair.

2.2 Science (Gerami) – Roger Terrill was elected as chair; Jalel Rejeb is not responding to emails or voicemails; Shahin will follow up with the Electrical Engr department.

2.3 American Institutions (Smith) – minor changes were requested for Hist 20A/B and Hist 170 - Stan Underdal and Glen Gendzel volunteered to help with the course revisions.

ACTION ITEM: Steve will follow up with Patricia Hill. **UPDATE:** Done

3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 1A (C2)	Stover/all	waiting for requested info from History
BUS 12 (E)	Rodan/all	GEAP will meet next week to review course

4.0 Course/s Submitted for Core GE & AI Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 20A/B (F1)	Smith/all	extension granted; submit Fall 08
HIST 170 (F1)	Smith/all	extension granted; submit Fall 08

5.0 Course/s Submitted for SJSU Studies Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
SOCS 139 (V)	Leddy	approval pending follow up on missing GS items

6.0 GEAPs -- structure & membership -- college curriculum committee feedback

The Colleges of Business and Education have already met and voted on their preferences for GEAP seats in the revised GEAP structure. The COB ranked Basic Skills and Science highest with 2 seats on each and wished to have single seat representation on all other GEAPs (9 total). Education ranked Human Understanding and Development highest with 2 seats and Science and Arts so low that representation was not deemed important (6 total). **UPDATE:** H&A did not want to set up a final ranking, they argued about increasing the number of seats on the GEAPs and would like to be represented with 2 seats each on Basic Skills, Arts, Letters, and the Social Science/AI GEAPs, and with 1 seat each on the remaining three GEAPs (11 total). (see attached spreadsheet for summary).

Recall (from discussion at Oct 23rd meeting) that it makes sense to have all colleges represented on the Basic Skills and HUD GEAPs.

7.0 GE Program Assessment; continuing discussion:

Discussion continued regarding how student learning related to GE Program Objectives can be measured. Since course grades can not be used as an assessment technique, essay prompts and rubrics can be developed to assess student learning outcomes. An assessment piece / assignment may be incorporated in one of the courses that students take in their final semester of GE. For both alternatives (see table), a well designed essay and rubric should be able to be applied to all courses. The essay could be an inquiry question (very broad essay prompts) or a short paragraph with one or more questions based on the material presented.

Assessment of GE Program Objectives in the final semester of SJSU Studies -- 2 alternatives		
WHEN? -- Terminal point of assessment; end of final semester of GE; one hour near end of semester or during final exam period; part of course grade (~5%)	Area S * Areas R & V (in add'n. to 100W) as pre-/co-reqs	Areas R/S/V * existing 100W pre-/co-req only * approx 1/3 of students will have course in final semester of GE; sort by SJSU ID to allow sampling of these cohorts
Scheduling classes	More difficult for students	No change from existing
Faculty Buy-in	(+) fewer faculty; (-) Qs not related to subject area	(-) more faculty; (+) Qs may be in subject area
Essay Qs assessing overall GE Program Objectives	Less alignment, but few program objectives are content-specific	Broadly aligned with H&A, Sci, or Soc Sci
Writing Qs (vetted by BOGS)	GEAPs (?)	RSV instructors (optional) & GEAPs
Grading Qs (done by BOGS or hired graders; no required burden on instructors though optional help with grading welcome)	* Quick grade of 1/2/3 (above ave; ave; below ave); * then sampling for rubric based grading	* Quick grade of 1/2/3 (above ave; ave; below ave); * then <u>sampling from 1/3 in final semester</u> for rubric based grading * (-) 3x as much "quick grading"

Bob raised the possibility of an external measure, e.g., UniLOA. A description may be found at <<http://www1.indstate.edu/studentaffairsresearch/uniloa>>.

ACTION ITEM / Homework: For the next meeting, all BoGS members will try to come up with up to a few sample questions that might be used for assessment of one or more of the GE Program Objectives. Alternatively, members may do a (literature) survey to discover how other universities are assessing their GE Program Objectives.

Tom raised the question "What is exactly the goal of BoGS this year (as drafted in SM-S-08-3?" Is it an assessment of the GE program at SJSU or assessment of student outcomes? Another question is what exactly should be included in the GE program – what are things that everybody should know and do the current goals of SJSU's GE program reflect these? These questions generated a healthy discussion. Nevertheless, SJSU is constrained by CSU EO-1033 and WASC and must align the goals of the GE program to their objectives. It was suggested that a round of assessment should be done first and if not successful, then the goals could be re-examined. Jackie raised concern that if the guidelines are revisited too often, it is very cumbersome for departments to go through the re-certification process over and over again. However, if BoGS members feel strongly that the current GE Program Goals (from the GE Guidelines 2005) do not truly representing the GE philosophy of SJSU, a revised set could (in principle) be sent as a recommendation to C&R. Any such revision would need to be consistent with EO-1033 and the LEAP Outcomes referenced therein. [NOTE: WASC wants to see progress on overall assessment of the GE program in the mid-accreditation report due November 2010.]

8.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



**Board of General Studies
MINUTES – 1430-1630, 20 November 2008, CL 412**

Present: Diana Stover (CASA), Simon Rodan (COB), Maureen Smith (Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS); Shahin Gerami (COSS), William Avila (AS)

Absent: Stephen Branz, Robert Cooper

Guest: Jackie Snell (Director of Assessment)

1.0 Approval of Minutes (Oct 23): Minutes approved with one abstention.

2.0 GEAP Liaison Reports:

2.1 Social Sciences (Leddy) -- Beverly Grindstaff was reelected chair

2.2 HUD (Rodan) -- The GEAP has reviewed Bus 12 and the chair is working on the recommendation letter; Patrick Timmons has left the university; **UPDATE:** Steve has notified CASA regarding appointing a replacement

3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 1A (C2)	Stover/all	waiting for requested info from History
BUS 12 (E)	Rodan/all	the Board will review at the Dec 4 meeting

4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
AAS 165 (S)	all	the Board will review at the Dec 4 meeting
PHYS 123 (R)all		Approved 8-0-0

The Board commends the Coordinator for providing an excellent New Course Certification Request clearly describing the assessment of each assignment, providing impressive linkages between assignments and the SLOs. The Board specifically noted the excellent library research assignments with primary sources.

5.0 Course/s Submitted for Core GE & AI Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 20A/B (F1)	Smith/all	extension granted; submit Fall 08
HIST 170 (F1)	Smith/all	extension granted; submit Fall 08

6.0 Course/s Submitted for SJSU Studies Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
SOCS 138 (S)	Leddy	approval pending follow up on GS items
SOCS 139 (V)	Leddy	approval pending follow up on GS items

7.0 GEAPs -- structure & membership -- college curriculum committee feedback
Still missing information from CASA, Engr, and COSS

8.0 GE Program Assessment; continuing discussion:

Maureen presented a draft of a general scenario to approach assessment of the overall GE program. Everyone was impressed with her proposal, and a discussion began how it can be implemented. Issues were raised how faculty will agree to include the question as part of their grade and if their academic freedom will be violated if asked to include it in their curriculum. If the assessment is inquiry based and open wide enough to cover all GE objectives, it can be implemented in all SJSU Studies courses. The question may be part of the final, a take-home assignment, or students may be asked to go to a computer lab. Using one area as a cap stone course may be unfair to or considered favorable of some colleges, and it might be challenging for students from a scheduling point of view. BoGS members were also concerned that they don't exactly know and would need some clarification from Bob and/or the Academic Senate what the restrictions imposed by the university, the Chancellor's office and WASC are. Therefore, it was agreed upon that BoGS should present few options in front of the Academic Senate / C & R and will ask them to select one that can be further developed. The four discussed options were:

1. Qualifying exam similar to WST before students graduate (unknown if it can be required from students or not)
2. Prompt with questions tied to a course and made a part of the grade (at least 5% so that students take it seriously) -- 2 options:
 - a. Voluntarily, faculty who teach SJSU Studies courses may be asked to designate one of the GE objectives and include a targeted question on the final. Faculty may be asked if they would like to come up with an assessment question or be given a question. Collegiate groups may also be formed.
 - b. Associated with small stipend, faculty may participate in a group that will write up the questions and then grade the essays as well. Since bigger workload and higher enrollment numbers are expected to be an issue next year, faculty that agree to participate in the GE assessment may be excused from university service or it may be suggested that their advising / committee load may be reduced.
3. Students taking their last SJSU Studies course may be flagged on the roster so that faculty can include a question on their final. Thus, it won't be more workload on the faculty's side but it may be technologically challenging. If the student is taking two or more SJSU Studies courses at the same time, the system will randomly choose to flag the student in one of the courses.

ACTION ITEM: As a homework assignment for next meeting, Diana will draft a proposal for the group based assessment questions (associated with a stipend); Simon will research the PeopleSoft option where students will be flagged; Julie will elaborate on the qualifying exam option, Tom will also write some thoughts about prompts and questions.

9.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7
GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies MINUTES – 1430-1630, 9 October 2008, CL 412

Present: Stephen Branz, Robert Cooper, Diana Stover (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS); Shahin Gerami (COSS), William Avila (AS)

Absent: n/a

- 0.0 Welcome to a new student member (William Avila) and welcome back to a returning member (Julie Spitzer)
- 1.0 Approval of Minutes: Sep 25 -- approved 6-0-2
- 2.0 GEAP Liaison Reports:
 - 2.1 Oral Comm (Caohuu) -- will meet Oct 16
 - 2.2 Critical Thinking (Spitzer) -- n/a
 - 2.3 Science (Gerami) -- the 07/08 Chair (Janet Stemwedel; H&A) is on sabbatical; Steve will seek a replacement
 - 2.4 Math Concepts (Smith) -- n/a
 - 2.5 H & A (Stover) -- met Oct. 2 -- Hist 1A (new C2) sent back to dept with requests in Fall 07; **ACTION ITEM:** Steve will follow up with History Dept once info is provided regarding earlier communication with the department -- TA 13 (new C2) needs some changes to greensheet; chair will provide memo/notes; **ACTION ITEM:** Steve will follow up with Theater Arts once info is provided; BOGS will review (all members will review; probably for next meeting Oct 23)
 - 2.6 Social Science (Leddy) -- n/a
 - 2.7 HUD (Rodan) -- will meet anon
 - 2.8 American Institutions (Smith) -- communicated with Chair Patricia Hill about the resubmission of Hist 20A/B and Hist 170 -- **ACTION ITEM:** Steve will follow up
- 3.0 Review of the GEAP Structure, Membership, and Procedures:
 - Proposals A-D (distributed in advance by email) for reorganized GEAPs were discussed. B, C, & D differ in membership (6 per GEAP) , but share the same structure with respect to GE Areas and were favored over A which has a different sets of Areas in the GEAPs. Many interesting suggestions were made and the value of broad representation by college was contrasted with specialist knowledge on the GEAP was discussed. There was general agreement (though no vote was taken) favoring Proposal C, but modified to have all seven colleges represented on a Basic Skills GEAP (Area A1, A3, and B4). The reorganized GEAPs will be presented to the College Curriculum Committees by the BOGS member for that college. Each college will be asked to rank order the GEAPs on which they most wish to have a seat or seats. **ACTION ITEM:** Steve will prepare a common handout for each BOGS member to use when meeting with his/her college curriculum committee.
 - **ACTION ITEM:** Steve will draft a guide for GEAP members

- The appropriateness of having Math 12 in GE Area B4 was questioned. Bob reminded all that rather than pick on specific courses or prejudge the content/rigor of the course, we should devise programmatic assessment that will identify which students have not demonstrated sufficient learning in particular areas and work backwards to discover which course/s in their individual pathways should have (but did not) provide the necessary knowledge & skills to allow them to perform well at the end of their GE careers.

4.0 Discussion of EO-1033

- Note: the mapping of GE Area course Learning and Content Objectives have already been mapped to GE Program Objectives and is available as a downloadable pdf at <http://www.sjsu.edu/ugs/ge/miscreports/> (Oct 06, Gail Evans); **ACTION ITEM**: Steve will prepare a mapping of the six LEAP objectives to the exiting SJSU GE Program Objectives.
- Attachment A outlines the CSU minimum requirements for Core GE. Those areas where SJSU has more specific requirements (C and D) were highlighted.
- Section 6.2 highlights were also discussed.

5.0 Other / future business

- MUSE courses

6.0 Meeting Schedule for Fall 2008:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13



Board of General Studies

MINUTES – 1430-1630, 23 October 2008, CL 412

Present: Stephen Branz, Robert Cooper, Diana Stover (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS); Shahin Gerami (COSS), William Avila (AS)

Guest: Jackie Snell (Director of Assessment)

1.0 Approval of Minutes: Oct 9 -- approved with minor revisions

2.0 GEAP Liaison Reports:

- 2.1 Oral Communications (Caohuu) – Kathleen Martinelli was elected a chair
- 2.2 Critical Thinking (Spitzer) – members are holding Thursdays open
- 2.3 Science (Gerami) – will meet next Thursday, Oct 30
- 2.4 Mathematical Concepts (Smith) – Weider Yu was elected a chair
- 2.5 Humanities & the Arts (Stover) – n/a
- 2.6 Social Science (Leddy) – still setting up time to meet in person
- 2.7 HUD (Rodan) – will meet soon to elect a chair
- 2.8 American Institutions (Smith) – Stan Underdal was elected as chair

3.0 New Course/s Submitted for Core GE & AI Certification:

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
TA 13 (C2)	Stover	approved 8-0-0

The course was forwarded to BoGS with a recommendation letter from the GEAP unanimously recommending approval. The Board concurs with the unanimous recommendation for approval by the H&A GEAP. The Board commends the Coordinator for providing a clear and concise New Course Certification Request and greensheet. The greensheet clearly linked assignments to the Student Learning Objectives (SLOs). Specific comments about this course included “well-done” and “above and beyond on writing.” [As identified by the GEAP, there are issues with the greensheet, but BoGS is not the authority to enforce accessibility. **ACTION ITEM:** Steve will contact Chair Walker and work with her on the greensheet items.]

4.0 Review of the GEAP Structure, Membership, and Procedures:

The proposed Alternative GEAP structure and membership document will be slightly revised. It will be explicitly labeled as a draft, the BOGS liaison column will be omitted, and the membership column will be in red (to indicate where college feedback is sought. BoGS members may send the revised version electronically to their respective college curriculum committees for review prior to meeting with these committees.

5.0 EO-1036 (Sect 3.2.2) -- Awarding credit for basic military training to satisfy GE Area E:

Currently, students are awarded 2 units of PE for completion of basic military training. At many of the CSUs and CCCs, students satisfy Area E with basic military training. Three groups of student military veterans were identified -- (1) first time freshmen, (2) transfers with partial certification in GE Breadth (Core GE at SJSU) including basic training for Area E, or “pass through” approval of basic training for Area E, and (3) transfer students with full certification in

GE Breadth from a CCC or another CSU. The following motions / recommendations will be forwarded for review by the Curriculum & Research committee:

- (1) First time freshmen coming to SJSU with completed basic military training will get 2 units of PE, and will not get credit for Area E (passed 8-0-0)
- (2) Transfer students with partial certification in GE Breadth, and who have been granted credit in Area E for completed basic military training at other CSUs and/or CCCs, will not get credit in Area E at SJSU. (passed 4-2-2)
- (3) Transfer students with full certification in GE Breadth from a CCC or another CSU must be granted Area E GE credit for their basic military training.

Bob will carry the recommendations for categories (1) and (2) to C&R.

UPDATE: These issues were considered and acted upon at the C&R meeting (10/27/08). Both categories (2) and (3) of transfers will be granted credit for 2 units of PE and Area E. First time freshmen (category (1)) coming to SJSU with completed basic military training will get 2 units of PE, but will not get credit for Area E.

- 6.0 Steve provided mappings of the LEAP Essential Learning Outcomes were mapped against (1) the more detailed and specific SJSU GE Program Objectives, and (2) the SJSU GE Area Objectives (distributed electronically in advance and hardcopy at the meeting). The mappings were reviewed and discussed. The mapping demonstrate that the LEAP outcomes are adequately aligned with the GE Program Objectives to satisfy the requirement of EO-1033 that mandates that:

“Each CSU campus shall define its GE student learning outcomes, to fit within the framework of the four ‘Essential Learning Outcomes’ drawn from the Liberal Education and American Promise (LEAP) campaign, an initiative of the Association of American Colleges and Universities.”

ACTION ITEM: Steve will draft language to add to GE Program Objectives page to reflect this alignment.

UPDATE: Draft Language:

The SJSU GE Program Objectives align with the LEAP Essential Learning Outcomes as required by CSU Executive Order (EO-1033): “Each CSU campus shall define its GE student learning outcomes, to fit within the framework of the four ‘Essential Learning Outcomes’ drawn from the Liberal Education and American Promise (LEAP) campaign, an initiative of the Association of American Colleges and Universities.”

- 7.0 The main task for BOGS this Fall remains -- assessment of the GE Program. How can we measure that “Students who complete the GE curriculum should be able to demonstrate” achievement of the Program Objectives. The discussion will continue in future meetings.

- 8.0 Meeting Schedule for Fall 2008 (CL 412):

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13

- 9.0 **ACTION ITEM:** Provide schedule for BOGS & GEAPs for Spring 2009

UPDATE: Meeting Schedule for Spring 2009 (CL 412):

BOGS: Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



**Board of General Studies
MINUTES – 1430-1630, 11 September 2008, CL 412**

Present: Stephen Branz, Robert Cooper, Diana Stover (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Shahin Gerami (COSS)

Absent: Julie Sliva Spitzer (COS; on leave)

Guests: Anne Simonson

1.0 Approval of Minutes (Mar 20, Apr 10, Apr 24, May 8, and May 22): distributed, but not yet approved

2.0 Announcements:

- Educated Person brown bag discussions Fall 2008 -- 12-1 pm in IRC 101 <<http://www.sjsu.edu/educatedpersondialogue/workshops.pdf>>. The brown bags on 09/17/08 (LEAP) and on 12/03/08 (Academic Challenge) are of particular relevance to GE and might be of interest to BOGS members. Please consider attending.
- Tasks for the year
 - Consideration & possible modification in the distribution of the seats among colleges on the GEAPs
 - Senate Management Resolution SM-S08-3
 - New executive order EO-1033 from the Chancellor's office
 - Assessment of GE as an overall program

3.0 GEAP Liaison Reports: n/a

4.0 New Course/s Submitted for Core GE & AI Certification:

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
ARTH 40 15 (C1)	Plato (Stover)	renumbered ARTH 15; approved 4-1-1
Anne Simonson (ARTH 15 co-coordinator) made a brief presentation to the Board including a new greensheet making clear the linkages between the Learning Objectives and student activities. The split vote reflects remaining concerns. There is an apparent disconnect between the “Course Overview” (greensheet) and the Goals, Learning Objectives, and Content required of Area C1 courses (GE Guidelines). For example, it is unclear to what extent the course deals with “...significant works of art...” The greensheet should be made more explicit about expectations and ways in which students “...respond to works of art ...affectively...” and are able to demonstrate knowledge of the aesthetic qualities of art. We anticipate that modifications addressing the Board’s concerns will be incorporated prior to teaching the course in Spring 2009.		

HIST 1A (C2)	Stover	in GEAP since Spring 08
TA 13 (C2)	Stover	distributed to GEAP

5.0 New Course/s Submitted for SJSU Studies Certification: n/a

<i>Course</i>	<i>Reviewers (2)</i>	<i>Action</i>
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6.0 Course/s Submitted for Core GE Continuing Certification:

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 20A/B (F1)	Smith	extension granted; submit Fall 08
HIST 170 (F1)	Smith	extension granted; submit Fall 08

7.0 Course/s Submitted for Core GE & AI Continuing Certification: n/a

<i>Course</i>	<i>Reviewers (2)</i>	<i>Action</i>
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8.0 Other/Future Business:

- Procedural items (mostly continuing past practice):
 - Before the certification letters are sent to the departments, they will be sent electronically to the BOGS members for review. If objections are not raised within a week, the letters will be sent out.
 - If there are issues with the greensheets (not compliant with Senate Policy F06-2), the deans' offices and the department chairs will be notified since it is a curriculum issue. These will be handled by UGS, not BOGS.
 - If there are concerns about courses (both New and Continuing Certifications), then two BOGS members will contact the course coordinator and/or department Chair in order to discuss the issues or concerns raised by BOGS.

9.0 Meeting Schedule for Fall 2008:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11
GEAPs: Sep 18, Oct 2, 16, 30, Nov 13



Board of General Studies

MINUTES – 1430-1630, 25 September 2008, CL 412

Present: Stephen Branz, Robert Cooper, Diana Stover (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Shahin Gerami (COSS)

Absent: Julie Sliva Spitzer (COS; on leave)

1.0 Approval of Minutes:

Apr 10, Apr 24, May 8, and May 22 -- all approved (with minor changes/clarifications) 2-0-4
Sep 11 -- approved 6-0-0

2.0 GEAP Liaison Reports:

- H & A (Diana Stover): The GEAP will meet on Oct. 2 to review Hist 1A and TA 13.
- American Institutions (Maureen Smith): talked to Patricia Hill, the new chair of History, about the resubmission of Hist 20A/B and Hist 170 and once the department submits the revisions, the GEAP will schedule a meeting to review them.
- Since there are not any courses submitted for certification in other areas, the rest of the BoGS members will contact their respective GEAP members and will let them know that in case courses are submitted, they will have to schedule a meeting.

3.0 New courses submitted for GE certification (Core GE and SJSU Studies) this year will be reviewed by all BoGS members, not by appointed reviewers only. MUSE courses will go through the established procedures for continuing certification – first to the GEAPs and then to BoGS so more courses will be added to the workload of the GEAPs next year.

4.0 Review of the GEAP Structure, Membership, and Procedures:

- Steve pointed out that the workload of the GEAPs is not equally distributed and proposed a new GEAP scheme, whereas the AI GEAP will take over D2/D3 courses as well, since most of these courses are certified to cover both areas – D1/D2/F1-3. As a result, the Social Sciences GEAP will review only D1 courses.
- Maureen pointed out that in some of the GEAPs, the specialists have a disproportionate voice and colleges are not equally represented so maybe some of the seats should be re-distributed.
- The idea of combining the basic skills in one GEAP (A1/A3/B4) was discussed and splitting H&A into C1 and C2 GEAPs.
- The BoGS members will review and think about redistribution of the seats and/or reshaping the current GEAPs. If BoGS comes up with a proposal, it will go to the Curriculum & Research Committee and if approved, it will be added to the GE guidelines.
- It was pointed out that currently there is no policy about GEAP members going on sabbatical or other committee leave. Does the Dean's office appoint a new person? Until the original member can return or permanently? Should all terms be for three years maximum with replacements starting new three-year terms on appointment?

5.0 Discussion of GE assessment

- Bob reported that the GE Task Force has met twice already. Among the ideas they are discussing is giving more flexibility to departments in regards to assessment techniques. For example, not all SLOs need be assessed each year; focus on one or two. The taskforce is also looking at the criteria for GE certification and continuing certification of courses, and whether the assessment of GE courses should be coordinated with the 5-year Program Planning review of the department.
- WASC praised the assessment at the course level but recommended overall assessment of GE at the program level. This year, BoGS should look at the assessment of the overall GE program in the light of EO-1033 as well. Students must be assessed what they've learned and if they've met the goals of the degree program at the time they receive a degree. SJSU is assessed by CLA on four basic skills, comparing first year students to seniors with a focus on the value added. The reports and the collected data may be used for the overall assessment of the GE program as well.
- Bob suggested that maybe one of the SJSU Studies courses should be made a capstone course. An activity, e.g. an essay, may be chosen so that students can be assessed what they've learned. In general, the assessment of the program should be focused on the SJSU Studies courses because transfers to SJSU completed few (or no) Core GE courses at SJSU. All students must complete SJSU Studies at SJSU.
- BoGS should look at the LEAP Essential Learning Outcomes and map it to what it to what is in the GE Guidelines now. Departments may also be invited to take a look at the list and compare them to their degree outcomes. The assessment should focus on the four Essential Learning Outcomes (really these are eight outcomes since each is a two-fold outcome: Knowledge of Human Cultures and the Physical and Natural World; Intellectual and Practical Skills; Personal and Social Responsibility; and Integrative Learning) rather than the longer list of specific outcomes given as examples in section 3.2. of EO-1033.
- Note: the mapping of GE Area course Learning and Content Objectives have already been mapped to GE Program Objectives and is available as a downloadable pdf at <http://www.sjsu.edu/ugs/ge/miscreports/> (Oct 06, Gail Evans)
- At some point in the future, GEAP members/Chairs and/or GE course coordinators may be invited to participate in focus groups and discuss ideas.
- BoGS should come up with a plan by Spring '09 so that it can be implemented in Fall'09.

6.0. Other / future business

- MUSE courses
- Discussion of article 6.2 of EO-1033 & GEAP membership

7.0 Meeting Schedule for Fall 2008:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13



Board of General Studies MINUTES – 1445-1630, 30 April 2009, CL 412

Present: Stephen Branz, Robert Cooper, Peggy Plato (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS); William Avila (AS)

Absent: Wendy Ng (COSS)

Guest: Winifred Schultz-Krohn (OCTH 10)

1.0 Approval of Minutes (Apr 16): Minutes approved unanimously

2.0 GEAP Liaison Reports: n/a

3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
OCTH 10 (D1)	Plato as of 4/30/09	Review again following submission of revisions
CHAD 75 (D1)	Leddy/all	Approved 6-0-1
[INSERT KEY PARAGRAPH/S FROM APPROVAL LETTER]		
COMM 21 (D1)		submitted too late for consideration until Fall 09

4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Reviewers (2)</i>	<i>Action</i>
JS 116 (V)	Smith as of 4/2/09	Approved 5-1-1
[INSERT KEY PARAGRAPH/S FROM APPROVAL LETTER]		
JS 187 (V)	Ng/Leddy/all	reconsider based on revisions (not yet received)

5.0 Course/s Submitted for Core GE & AI Continuing Certification: n/a

6.0 Course/s Submitted for SJSU Studies Continuing Certification: n/a

7.0 Discussion/Recommendations/Future Business:

- 7.1 GE Program Assessment; continuing discussion
- 7.2 GEAPs -- structure & membership
 - * Procedural Recommendations approved with minor revisions (5-1-1)
 - * Forward to C&R for their consideration May 4th
- 7.3 MUSE courses with continuing certification due Spring 08 (and earlier)
- 7.4 GE Modifications for Degree Programs
 - * from Spring 1998 GE Guidelines (pp 5-6) [Note: not mentioned in Fall 2005 Revision]
 - * table summarizing current modifications
- 7.5 Quantitative Literacy
- 7.6 ABC/NC grading for Basic Skills on first attempt only (not for Engl 1B and 100W)

8.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7
GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies
MINUTES – 1445-1630, 2 April 2009, CL 412

Members: Stephen Branz, Robert Cooper, Peggy Plato (CASA), Maureen Smith Educ, Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS); Wendy Ng (COSS), William Avila (AS)

Absent: Simon Rodan (COB)

Guests: Jackie Snell (Director of Assessment), David Meshner (ENGL 126), Vicki Harrison (ENGL 126), William Armaline (JS 116)

REMINDER for those of you able to make it -- Ken O'Donnell (CSU, Associate Dean, Academic Program Planning) will be visiting SJSU **Monday, April 13th from 4-5 pm in CL 103**. He is interested in meeting with available BOGS members. Hope that many of you will be able to attend. Ken will share some thoughts and/or answer and questions you might have.

1.0 Approval of Minutes (Mar 19): Minutes approved unanimously.

2.0 Priority Items:

2.1 GE Program Assessment; continuing discussion focused primarily on what types of questions/rubrics will be used for assessment if the proposed method for sampling (discussed previously) is approved.

2.2 **HOMEWORK ASSIGNMENT** (due Monday, April 13 by 5 pm): Each BOGS member should write 2 questions that might be used for Program Assessment. Specify (1) which GE Area (R, S, or V) the questions are written for, and (2) which of the nine GE Program SLOs the questions are meant to address. Remember that these questions should be answerable by students in a wide variety of courses within the specific GE Area.

2.3 Feedback from departmental colleagues: Sociology faculty expressed concerns about the sampling methodology, specifically that it is unethical, though it is not entirely clear that they understood the methodology (Wendy); ChAD faculty were concerned about students having to answer questions outside their course content.

3.0 GEAP Liaison Reports: n/a

4.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
OCTH 10 (D1)	Leddy/all	GEAP to consider first
CHAD 75 (D1)	Leddy/all	GEAP to consider first

5.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Reviewers (2)</i>	<i>Action</i>
AAS 165 (S)	Spitzer/Smith/all	Denied 0-7-0 (based on continuing serious concerns not addressed by Coordinator in revised materials)
JS 116 (V)	Plato/Rodan/all (additionally Smith as of 4/2/09)	Discussion with Coordinator Armaline; no vote taken; the course will be reviewed again following submission of greensheet and schedule revisions

JS 187 (V)	Ng/Leddy/all	incorporating recommended changes
ENGL 126 (V)	Leddy/Caohuu/all	awaiting revisions based on liaison visit
		Approved 7-0-0 (pending revised GS to be reviewed by Steve on behalf of BOGS)

[The Board commends the Coordinator, Co-Developer, and Chairs of their respective departments for providing an excellent New Course Certification Request. The topic and the interdisciplinary approach to the course development are great strengths. The content is important for our students. Comments included: “beautifully prepared class” and “great proposal.”]

6.0 Course/s Submitted for Core GE & AI Continuing Certification: n/a

7.0 Course/s Submitted for SJSU Studies Continuing Certification: n/a

8.0 Discussion/Recommendations/Future Business:

8.1 GEAPs -- structure & membership

8.2 MUSE courses with continuing certification due Spring 08 (and earlier)

8.3 GE Modifications for Degree Programs

* from Spring 1998 GE Guidelines (pp 5-6) [Note: not mentioned in Fall 2005 Revision]

* table summarizing current modifications

8.4 Quantitative Literacy

8.5 ABC/NC grading for Basic Skills on first attempt only (not for Engl 1B and 100W)

9.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies
MINUTES – 1445-1630, 5 February 2009, CL 412

Present: Stephen Branz, Robert Cooper, Peggy Plato (CASA), Simon Rodan (COB), Maureen Smith (Educ), Tri Caohuu (Engr), Julie Sliva Spitzer (COS), Wendy Ng (COSS), William Avila (AS)

Absent: Tom Leddy (H&A)

Guest: Jackie Snell (Director of Assessment)

- 1.0 Approval of Minutes (Dec 11): Minutes approved unanimously (after minor change)
- 2.0 GEAP Liaison Reports:
- 2.1 Science (Branz) -- Chair (Roger Terrill), on behalf of GEAP, worked with department chair and coordinator to revise METR 12 (new B1). Revised proposal will be submitted.
- 3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>
- | <i>Course</i> | <i>Liaison/Reviewer</i> | <i>Action</i> |
|---------------|-------------------------|--|
| HIST 1A (C2) | Stover/all | remove from active consideration |
| METR 12 (B1) | Ng/all | to be considered at the Feb 12 meeting |
- 4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>
- | <i>Course</i> | <i>Liaison/Reviewer</i> | <i>Action</i> |
|---------------|-------------------------|--|
| AAS 165 (S) | Spitzer/Smith/all | new materials submitted; discussed by liaisons
[The course coordinator has submitted a revised version of the greensheet. Julie and Maureen agree that it still has some issues. Assessable assignments are listed but the linkages to the SLOs are not clear. The written requirement is not mentioned, 100W should be added as a pre/corequisite. It is unclear how interaction between different cultures and perspectives is addressed in the course. Before any further contact with the course coordinator is initiated, all BoGS members will review the new greensheet and will provide feedback.] |
| JS 116 (V) | Plato/Rodan/all | discussed; liaisons assigned
[Interesting course. There are concerns about (1) the library research requirement and that it should be more explicitly clarified for students what constitutes an appropriate primary source, particularly with respect to newspapers; and (2) assignments are linked to SLOs in the coordinator's summary but not on the greensheet. Peggy and Simon will contact the instructor and will convey the concerns of the board.] |
| JS 187 (V) | Ng/Smith/all | discussed; liaisons assigned
[There were many concerns, but primary among these was the fact that (1) both the content and the disciplinary focus are a much closer match for Area S (major revisions, such as inclusion of international examples and a shift to a more humanities-like approach, would be needed to justify Area V). Other concerns: (2) library research (missing from GS); (3) SLOs are obscurely written, with minimal/no links to assignments in GS; (4) no indication that there will be meaningful feedback on writing (clarify if feedback will be given on week 3/7/11/13 pre-stages to final paper assignment); and (5) there is no scheduled final exam (as required by policy.)] |

5.0 Course/s Submitted for Core GE & AI Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 20A/B (F1)	Smith/all	extension granted; submit Feb 09 (or lose cert)
HIST 170 (F1)	Smith/all	extension granted; submit Feb 09 (or lose cert)

6.0 GEAPs -- structure & membership -- college curriculum committee feedback (continued):

Nothing new

7.0 GE Program Assessment; continuing discussion/conclusions:

A set of variables -- a fresh approach -- decide one-by-one:

- 7.1 Assess via (short) essays/questions as part of final exams in SJSU Studies (% of grade TBD) -- [too many inherent difficulties with any form of exit exam not associated with courses]
- 7.2 Rotate assessment annually among R, S, and V areas -- to cut workload by two-thirds; and allow questions more closely aligned with Science, Social Sciences, and Humanities (R, S, and V respectively). -- [avoids selection bias and logistical difficulties associated with a single area (eg, Area S designated as a Capstone) while maintaining maximum student flexibility in scheduling their SJSU Studies courses]
- 7.3 ALL essays will be "quick" GRADED (not yet determined by whom) as part of course grade; and a sample ASSESSED by BOGS the following semester according to rubrics (not yet written)
- 7.4 Essays will be submitted on a separate sheet with SJSU ID for purposes of selecting sample to be assessed. CMS query will be written to attach to each student's ID info about (1) if this GE course is being taken in the final semester of GE, and (2) how many units have been completed at the end of the semester.
- 7.5 Choice of sample for assessment purposes: (1) first sort to identify students for whom the course is being taken in the final semester of GE; (2) additional sorts possible based on units completed; and (3) choose only 2-3 essays per section (so there will be no ambiguity that this is NOT a judgment of the instructor.
- 7.6 Most substantial outstanding issues: (1) who writes the essays/questions; and (2) who does the quick grading. [One suggestion from Fall 08 -- allow a group of (volunteer) Area faculty to write the essay prompts. If all are satisfied that the Q will work for their specific courses, then the Q is *de facto* general enough for the purposes of assessment; need to insure that SLOs beyond content (Program SLO #1) are also addressed by Qs.]
- 7.7 Jackie, Bob and Steve will devise a timeline so that the proposal can go to Curriculum & Research Committee before the end of the semester. It will be really beneficial if the opinion of faculty and SJSU Studies instructors can be solicited in Open Forums before the proposal goes to C&R. Therefore, BoGS will focus on wrapping up the discussion and working out the details of this proposal next week.

8.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



**Board of General Studies
MINUTES – 1445-1630, 12 February 2009, CL 412**

Present: Stephen Branz, Robert Cooper, Peggy Plato (CASA), Simon Rodan (COB), Maureen Smith (Educ), Tom Leddy (H&A), Julie Sliva Spitzer (COS), Wendy Ng (COSS), William Avila (AS)

Absent: Tri Caohuu (Engr)

Guest: Jackie Snell (Director of Assessment), Alison Bridger (Chair of Department of Meteorology)

1.0 Approval of Minutes (Feb 5): Minutes approved unanimously

2.0 GEAP Liaison Reports:

2.1 Social Science (Leddy) -- needs to find meeting time & review OCH 10 (D1)

3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
METR 12 (B1)	Ng/all	Approved 7-0-0 (pending revised GS to be reviewed by Tom & Steve on behalf of BOGS)
[The Board commends the Coordinator and Chair for providing an excellent New Course Certification Request. All agreed that the topic is timely and the content is important for our students.]		
OCH 10 (D1)	Leddy/all	GEAP to consider first

4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
AAS 165 (S)	Spitzer/Smith/all	reconsider Mar 5 based on new materials posted
JS 116 (V)	Plato/Rodan/all	report of liaisons' meeting with dept
JS 187 (V)	Ng/Smith/all	report of liaisons' meeting with dept
ENGL 126 (V)	Leddy/Caohuu/all	to be considered at Mar 5 meeting

5.0 Course/s Submitted for Core GE & AI Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 20A/B (F1)		will lose certification; may reapply as New Course
HIST 170 (F1)		will lose certification; may reapply as New Course

6.0 GEAPs -- structure & membership -- college curriculum committee feedback (continued):

Nothing new

7.0 GE Program Assessment; continuing discussion/conclusions:

The minutes of the Feb 5th meeting captured the key points agreed upon at that meeting, but not in a format presentable to general audiences (e.g. C&R or the senate). Simon sent a draft proposal via email, and it is Simon's summary proposal (with some minor editing by Steve) that was discussed further at this meeting. Tom (who had not been able to attend the Feb 5 meeting) informed the rest of the committee that he is opposed to the entire proposal, but will work collegially to identify the aspects of the plan that will most likely be objectionable to the Academic Senate and faculty in general, while also reserving the right to write a minority opinion.

Simon's draft proposal for assessment of the overall GE program that will (after editing, modification as needed, and approval by BOGS) go to C&R and then the Senate. There were some minor concerns in terms of structuring the proposal. Some questions arose about whether 5% of the course grade would be too intrusive for faculty. The possibility of 5% of the course grade or 10% of the final exam was suggested. After grappling with the pitfalls of being too specific or prescriptive, the majority agreed that it should be left to the instructor to decide whichever she/he would consider. If the purpose of the assessment is explained, faculty may be more willing to incorporate it in their grading in a way that makes sense to them and still provides motivation for students to answer the question(s). There was no final agreement voted upon, but this paragraph and the next capture the general direction and thoughts of the majority.

Who writes the questions? Some suggestions: All course coordinators and instructors teaching SJSU Studies courses will be invited to get together (by Areas R, S, or V) and come up collaboratively with questions that would be common for a specific area and fair to all course contents. If some high percentage (say 80%) agree upon a question, it would qualify for use as a standardized question on the final. Accumulated questions could be presented to all instructors and after voting, the top questions could be offered to everyone to include (one or more) in their final exams. If there is input from faculty, they (presumably) will be more willing to participate. The assessment rubric should be also made available to faculty to grade the questions. The first round may be on volunteer basis before it becomes a requirement for teaching an SJSU Studies course. BOGS members should recruit GE instructors to participate since it is important for the GE program and they have chosen to teach GE courses. Additionally, consequences for the university should be explained. (As Bob explained, if there is no assessment of the program, SJSU may lose its WASC accreditation.)

If it becomes clear that some of the objectives listed in the guidelines are not assessable, changes could be made in the guidelines, but this is a second order concern and not the primary task for now. Changes would be the natural outcome of an assessment that indicates their necessity.

8.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7
GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies
MINUTES – 1445-1630, 5 March 2009, CL 412

Present: Stephen Branz, Robert Cooper, Peggy Plato (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS); Wendy Ng (COSS), William Avila (AS)

Guest: Jackie Snell (Director of Assessment), Robin Love (GE Task Force), Beth Von Till (GE Task Force and Chair, C&R)

1.0 Approval of Minutes (Feb 12): Minutes approved unanimously (after corrections)

2.0 Priority Items:

2.1 **GE Task Force Proposal and amendments to the GE Guidelines -- Endorsed 6-1-1**

Following a lively discussion, the GE Task Force Final Report and recommended revisions to 2005 GE Guidelines endorsed with friendly amendments (to be included then confirmed with Task Force; pagination from proposed revisions to GE Guidelines):

pages 14 & 17 -- expand questions (4) to include Content, Support, & Assessment

page 14 -- move “Procedures for Fall 2009” to a Note at the end of the Guidelines

page 15 -- clarify language about voting rights if on both BOGS & C&R

page 17, Part 2 -- add parenthetical phrase after department chair:

“(with input from Course Coordinator(s) as appropriate)”

Include language indicating that Assessment Forms are “suggested” and that these might evolve and perhaps coordinated with forms used for Program Assessment

NO TIME FOR REMAINING ITEMS -- TO BE CONTINUED AT NEXT MEETING (March 19)

2.2 **WRC referral/recommendation (presented by Bob) -- WST/course alternative**

2.3 **GE Program Assessment; continuing discussion**

3.0 GEAP Liaison Reports: No time for reports

4.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
OCTH 10 (D1)	Leddy/all	GEAP to consider first

5.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Reviewers (2)</i>	<i>Action</i>
AAS 165 (S)	Spitzer/Smith/all	reconsider based on new GS submitted
JS 116 (V)	Plato/Rodan/all	report (if any) on liaison visit
JS 187 (V)	Ng/Leddy/all	report (if any) on liaison visit
ENGL 126 (V)	Leddy/Caohuu/all	considered at this meeting (distributed hardcopy)

6.0 Course/s Submitted for Core GE & AI Continuing Certification (carried forward from Spr 08):

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
HIST 20A/B (F1)	Smith/all	decertify & reapply as new course for Spring 2010
HIST 170 (F1)	Smith/all	decertify & reapply as new course for Spring 2010

7.0 Course/s Submitted for SJSU Studies Continuing Certification: n/a

8.0 Discussion/Recommendations/Future Business:

7.1 GEAPs -- structure & membership

7.2 MUSE courses with continuing certification due Spring 08 (and earlier)

7.3 GE Modifications for Degree Programs

* from Spring 1998 GE Guidelines (pp 5-6) [Note: not mentioned in Fall 2005 Revision]

* table summarizing current modifications

7.4 Quantitative Literacy

7.5 ABC/NC grading for Basic Skills on first attempt only (not for Engl 1B and 100W)

10.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies MINUTES – 1445-1630, 19 March 2009, CL 412

Present: Stephen Branz, Robert Cooper, Peggy Plato (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS); Wendy Ng (COSS), William Avila (AS)

Absent: n/a

Guest: Jackie Snell (Director of Assessment)

1.0 Approval of Minutes (Mar 5): Minutes approved unanimously.

2.0 Priority Items:

2.1 WRC referral/recommendation (presented by Bob) -- WST/course alternative:

- Brief description of the WRC -- history, membership, role, reporting structure
- Description of existing situation with WST (and repeats for those in the “fail cycle”)
- Description of proposal to create a new UD Writing Course alternative to WST
- Proposal summarized in Flow Chart previously endorsed by WRC (will greatly reduce or eliminate WST Waiver Petitions after 3rd failed attempt)
- Proposal endorsed by BOGS with final approval pending course description(s)
- Plan -- RFP for Writing Course(s) then eventually carried forward to C&R

2.2 GE Program Assessment; continuing discussion:

- Information Item -- Draft AAC&U rubrics for LEAP Learning Objectives were distributed, not to be used as is, but to serve as a model for the type of assessment we might be aiming at when developing our own rubrics
- Discussion focused on question proposing, development, and selection (call for Qs would include list of GE Program SLOs, rubrics for assessing them, and mechanism/structure for implementing)
- A greensheet item should appear for courses being targeted for “program assessment” in a given AY. The statement will indicate that one of the questions on the final will be used for both course and program assessment purposes.
- Bob proposed that if an instructor submits a Q, s/he will still be able to use the Q even if it is not “developed or selected”; Simon proposed that this be the default
- Be less specific in guidelines about what % of the final exam or course should be assigned to the program assessment Q
- Steve proposed that question development (NOT vetting) be done in two steps following submission: (1) Other instructors specify (Yes or No) if they would be willing to use each of the proposed Qs on their finals?; and (2) If not, could they suggest changes that would make the Q acceptable for their courses
- Simon will draft language to add to his previous draft dealing with rationale, sampling methodology, etc.

3.0 GEAP Liaison Reports:

3.1 Social Science (Leddy) -- OCTH 10 (D1) -- GEAP Chair has met with coordinator; will resubmit after Spring Break; GEAP will reconsider at its next meeting along with a first reading of CHAD 75 (D1)

4.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

Course	Liaison/Reviewer	Action
OCTH 10 (D1)	Leddy/all	GEAP to consider first
CHAD 75 (D1)	Leddy/all	GEAP to consider first

No discussion of either courses beyond GEAP report (see Section 3.1 above)

5.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

General discussion about all four courses, but no votes were taken; hopefully, there will be time to consider all four at the next meeting (April 2)

Course	Reviewers (2)	Action
AAS 165 (S)	Spitzer/Smith/all	reconsider based on new GS submitted Previous concerns still remain in new greensheet
JS 116 (V)	Plato/Rodan/all	greensheet revision (posted at website) Concern about Area V subject matter; specifically readings
JS 187 (V)	Ng/Leddy/all	report (if any) on liaison visit Liaison visit did not convince the coordinator to switch to Area S; department will modify proposal, then resubmit prior to end of semester; Steve will phone Chair Ann Lucas to be certain that policy is understood prohibiting courses with the same Dept prefix from being used to satisfy two SJSU Studies Areas
ENGL 126 (V)	Leddy/Caohuu/all	will consider at next meeting (distributed hardcopy) Content generally deemed excellent; some concern expressed about means of assessment

6.0 Course/s Submitted for Core GE & AI Continuing Certification: n/a

7.0 Course/s Submitted for SJSU Studies Continuing Certification: n/a

8.0 Discussion/Recommendations/Future Business: *Discussion still pending*

7.1 GEAPs -- structure & membership

7.2 MUSE courses with continuing certification due Spring 08 (and earlier)

7.3 GE Modifications for Degree Programs

* from Spring 1998 GE Guidelines (pp 5-6) [Note: not mentioned in Fall 2005 Revision]

* table summarizing current modifications

7.4 Quantitative Literacy

7.5 ABC/NC grading for Basic Skills on first attempt only (not for Engl 1B and 100W)

9.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies
MINUTES – 1445-1630, 16 April 2009, CL 412

Members: Stephen Branz, Peggy Plato (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Julie Sliva Spitzer (COS); Wendy Ng (COSS), William Avila (AS)

Absent: Robert Cooper, Tom Leddy (H&A)

Guests: Jackie Snell (Director of Assessment)

1.0 Approval of Minutes (Apr 2): Minutes approved unanimously (after minor changes).

2.0 GEAP Liaison Reports:

2.1 Social Science (Branz for Leddy) -- GEAP met 4/16, 1-2 pm. Approved both OCTH 10 (following consultation and revisions) and CHAD 75 with some concerns. GEAP Chair Beverly Grindstaff will send memos to BOGS via UGS.

3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
OCTH 10 (D1)	Leddy/all	GEAP recommends approval (revised material)
CHAD 75 (D1)	Leddy/all	GEAP recommends
COMM 21 (D1)		submitted too late for consideration until Fall 09

4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Reviewers (2)</i>	<i>Action</i>
JS 116 (V)	Plato/Rodan/all (additionally Smith as of 4/2/09)	Review again following submission of greensheet and schedule revisions
JS 187 (V)	Ng/Leddy/all	awaiting revisions based on liaison visit

5.0 Discussion: GE Program Assessment -- continuing discussion focused primarily on the homework assignment from the April 2 meeting, to write one or more questions for a particular Area of SJSU Studies, focusing on that content area broadly, but also trying (if possible) to address the Program Objectives. Summary: (1) questions submitted were thought to be quite good in general, (2) fell into 2 broad categories, scenario-based and SLO-based, both of which were thought viable, (3) but all questions were too difficult and would take too long to answer during an in-class exam, and (4) therefore take-home exams or assignments were thought to be OK, and also examples of how questions might be shortened considerably were given.

6.0 Discussion/Recommendations/Future Business:

6.1 GEAPs -- structure & membership

6.2 MUSE courses with continuing certification due Spring 08 (and earlier)

6.3 GE Modifications for Degree Programs

* from Spring 1998 GE Guidelines (pp 5-6) [Note: not mentioned in Fall 2005 Revision]

* table summarizing current modifications

6.4 Quantitative Literacy

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7.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7

GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23



Board of General Studies MINUTES – 1445-1630, 7 May 2009, CL 412

Present: Stephen Branz, Robert Cooper, Peggy Plato (CASA), Simon Rodan (COB), Maureen Smith Educ), Tri Caohuu (Engr), Tom Leddy (H&A), Julie Sliva Spitzer (COS), Wendy Ng (COSS), William Avila (AS)

Absent: n/a

Guest: Winifred Schultz-Krohn (OCTH 10), Sang Hea Kil (JS 187), Patricia Hill (HIST 20A/20B)

- 1.0 Approval of Minutes (Apr 16): Minutes approved unanimously (pending approval of letters for CHAD 75 & JS 116)
- 2.0 GEAP Liaison Reports: n/a
- 3.0 New Course/s Submitted for Core GE & AI Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Liaison/Reviewer</i>	<i>Action</i>
OCTH 10 (D1)	Plato as of 4/30/09	Approved 8-0-0
[INSERT KEY PARAGRAPHS FROM APPROVAL LETTER]		
HIST 20A/20B (F1)	all	Approved 8-0-0
[INSERT KEY PARAGRAPH/S FROM APPROVAL LETTER]		
COMM 21 (D1)		submitted too late for consideration until Fall 09
- 4.0 New Course/s Submitted for SJSU Studies Certification: <<http://www.sjsu.edu/ugs/courses/>>

<i>Course</i>	<i>Reviewers (2)</i>	<i>Action</i>
JS 187 (V)	Ng/Leddy/all	Denied 0-8-0
- 5.0 Course/s Submitted for Core GE & AI Continuing Certification: n/a
- 6.0 Course/s Submitted for SJSU Studies Continuing Certification: n/a
- 7.0 Discussion/Recommendations/Future Business:
 - 7.1 GE Program Assessment; continuing discussion -- will continue in Fall 09
 - 7.2 GEAPs -- structure & membership -- C&R approved BOGS recommendation with one additional Resolved clause (to report back to C&R after two years of the new structure)
 - 7.3 MUSE courses with continuing certification due Spring 08 (and earlier)
 - 7.4 GE Modifications for Degree Programs
 - * from Spring 1998 GE Guidelines (pp 5-6) [Note: not mentioned in Fall 2005 Revision]
 - * table summarizing current modifications
 - 7.5 Quantitative Literacy
 - 7.6 ABC/NC grading for Basic Skills on first attempt only (not for Engl 1B and 100W)
- 8.0 Meeting Schedule for AY 2008/09:

BOGS: Sep 11, 25, Oct 9, 23, Nov 6, 20, Dec 4, 11, Feb 5, 12, Mar 5, 19, Apr 2, 16, 30, May 7
GEAPs: Sep 18, Oct 2, 16, 30, Nov 13, Jan 29, Feb 19, 26, Mar 12, Apr 9, 23