



Board of General Studies

MINUTES – 1400-1600, 6 September 2012, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: n/a

Guests: Jennifer Summit (ACE Fellow), Stephanie Coopman (COMM)

- 1.0 Approval of Minutes (May 10): 5-0-2
- 2.0 Introductions
- 3.0 Information Items –
 - 3.1 Future of UD GE
 - 3.2 **ACTION ITEM:** Set up access to GoogleDocs for review of PP Self Study GE Sections
- 4.0 Fall 2012 BOGS Meeting Calendar
 - 4.1 Switch Nov 8 for Nov 15 on PROPOSED calendar distributed Spring
 - 4.2 Schedule open forum w/ college curr cmte representatives (2 per college) – Oct 25, 2012
- 5.0 4 Global Challenges course(s) (renamed “Global Citizenship: a _____ Perspective”)
 - 5.1 Brief progress report (Steve); **full proposal will be submitted prior to Sep 20 meeting**
 - 5.2 Seeking 2 year approval as experimental course(s) UNVS 96GB (B2, Mary Poffenroth, BIOL), UNVS 96GC (C2, Revathi Krishnaswamy, ENGL), UNVS 96GD (D1, Kate Davis, GEOG), and UNVS 96GE (E, Maureen Smith, CHAD); Bill Reckmeyer coordinator
 - 5.3 **ACTION ITEM:** Date for forum – Oct 25, 2-5 pm
- 6.0 New Course Proposals –
 - 4.1 HIST 170S (F1 & S) – (minor) changes resubmitted, but deemed insufficient (at end of Spring 2012) – NOTE: Chair P Hill on leave Fall 2012; G Vasquez Acting Chair.
- 7.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012.
 - 7.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
 - 7.2 ENGL – new submission – awaiting revisions
 - 7.3 KIN – new submission

- 8.0 Statway – course sequence we approved for AY 11-12 (approved for GE by GEAC for 3 years)
- 8.1 Progress Report (spreadsheet distributed)
- 8.2 Need for a new 8-unit version (**UNVS 16A & 16C; Fall = 5 non-bac CR/NC units + Spring = 3 bac A-F units**) of 10-unit UNVS 15A, 15B, & 15C – Early Start & Impaction have reduced the number of eligible students. Vote to **APPROVE 6-0-1**
- 9.0 **COMM 96PS** -- a new hybrid version of COMM 20 seeking 2-year approval as an experimental course (Stephanie Coopman, course proposal and sample greensheet distributed) – “mode of instruction” has never been the subject of review by BOGS and there is nothing in the GE Guidelines requiring that we review this course at all. As a harbinger of even bigger things to come, we ought to consider whether such review is a good idea and whether it should be mandatory for similar course transformations in the future. – No vote was recorded, but the **committee consensus was unanimously in favor of going ahead with this pilot in Spring 2013.**

Item 10.0 – Not considered due to lack of time. Consider in future

- 10.0 Revisions to the GE Policy – preliminary discussion for what is likely to be a multiyear project
- 10.1 GE Guidelines - changes to SLOs proposed for SLOs for
 A2 (English 1A) – revised SLOs approved by WRC April 2012
 A3/C3 (English 1B/move to Critical Thinking) – revised SLOs approved by WRC April 2012; proposal to combine Critical Thinking and 2nd semester composition into Area A3 not yet approved
 E (HUD incorporating 1 unit of PE for high unit majors) – draft policy in progress
 Z (100W) – revised SLOs approved unanimously by the WRC (5/4/12)
- 10.2 Reconsideration of “Modifications” (e.g., “waivers” of Critical Thinking for high unit majors) – if ENGL 1B does move to Area A3, how will Engineering students be required to take ENGL 1B? or should they be required to take ENGL 1B?
- 11.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
 Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
 NOTE: Open Forum to discuss 4 UNVS 96G courses Oct 25, 2-5 pm
- 12.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
 Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 20 September 2012, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: n/a

Guests: William Reckmeyer, Maureen Smith, and Deanna Peck (Peer Connections)

- 1.0 Approval of Minutes (Sep 6): 7-0-0
- 2.0 Information Items –
 - 2.1 Future of UD GE – Amended BOT Agenda Item #3 distributed and briefly discussed
- 3.0 4 Global Challenges course(s) (renamed “Global Citizenship: a _____ Perspective”)
 - 3.1 Seeking 2 year approval as experimental course(s)
 - UNVS 96GB (B2, Mary Poffenroth, BIOL)
 - UNVS 96GC (C2, Revathi Krishnaswamy, ENGL)
 - UNVS 96GD (D1, Kate Davis, GEOG)
 - UNVS 96GE (E, Maureen Smith, CHAD)
 - UNVS 96G (Coordinator, Bill Reckmeyer, ANTH)
 - 3.2 Date for forum – Oct 25, 2-4 pm
 - 3.3 from the Minutes of the May 10, 2012 meeting:

“Because of natural curricular alignment, the COS will be asked for feedback on UNVS 96GB, H&A on UNVS 96GC, COSS on UNVS 96GD, and CASA and Education on UNVS 96GE. Other college committees may offer feedback on any of these four courses. Note that advisory input is being sought in order to improve the courses, their pedagogy, and/or assessment. The college committees will not have veto power.”

APPROVE (7-0-0) the UNVS 96G courses as sufficiently developed to send to the college curriculum committees, with feedback expected no later than the Oct 25th forum (each college expected to send at least two representatives)

FUTURE AGENDA ITEMS (no time to consider at this meeting)

- 4.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]
 - 4.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
 - 4.2 ENGL – new submission – awaiting revisions

- 4.3 KIN – new submission
- 5.0 Revisions to the GE Policy – preliminary discussion for what is likely to be a multiyear project
- 5.1 GE Guidelines - changes to SLOs proposed for SLOs for
A2 (English 1A) – revised SLOs approved by WRC April 2012
A3/C3 (English 1B/move to Critical Thinking) – revised SLOs approved by WRC April 2012; proposal to combine Critical Thinking and 2nd semester composition into Area A3 not yet approved
E (HUD incorporating 1 unit of PE for high unit majors) – draft policy and KIN proposed modifications to GE Guidelines for Area E (attachments sent via email)
Z (100W) – revised SLOs approved unanimously by the WRC (5/4/12) (+ new IL SLO?)
- 5.2 Reconsideration of “Modifications” (e.g., “waivers” of Critical Thinking for high unit majors) – if ENGL 1B does move to Area A3, how will Engineering students be required to take ENGL 1B? or should they be required to take ENGL 1B?
- 6.0 New Course Proposals –
- 6.1 HIST 170S (F1 & S) – delay (re)consider until after urgent time sensitive items have been given
- 7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
NOTE: Open Forum to discuss 4 UNVS 96G courses Oct 25, 2-4 pm
- 8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 4 October 2012, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: n/a

Guest: Jennifer Summit (ACE Fellow)

- 1.0 Approval of Minutes (Sep 20): 7-0-0
- 2.0 Information Items –
 - 2.1 College Curriculum Committees sent UNVS 96G courses – updates
 - 2.2 CSU Board of Trustees pending Agenda Item #3 (reducing programs to 120 units – GE components: (a) save 2 units if Area E/PE proposal becomes policy; (b) extend STEM waiver to all high unit STEM degree programs (currently A3, but moving to Area C if ENGL 1B proposal becomes policy)
- 3.0 Revisions to the GE Policy (part 1) – to be forwarded to C&R for consideration 10/8/12
 - 3.1 E (HUD incorporating 1 unit of PE for high unit majors) – draft policy and KIN proposed modifications to GE Guidelines for Area E (attachments sent via email)
 - 3.1.1 – **APPROVE (7-0-0) – modified Area E/PE proposal for high unit degree programs only** (ie, those programs already \leq 120 units satisfy existing Area E)
 - 3.1.2 **APPROVE (7-0-0) – Draft changes to Guidelines – approved with edits** (see as attachment)
 - 3.1.3 **APPROVE (7-0-0) – Draft “Policy Recommendation – PE Activity Graduation Requirement” – approved with edits** (see attachment)
- 4.0 Reconsideration of GE “Modifications” – specifically, “waivers” of Critical Thinking for most high unit STEM majors; extend to those high unit STEM majors not granted the same waiver for historical reasons; if the proposal to move ENGL 1B from C3 to A3 is approved, then the waiver will shift from A3 to Area C
 - 4.1 **ACTION (approved by consensus) – Extend 3-unit LD waiver to all STEM degree programs (including Forensics) [initially A3, but Area C if A3 becomes Critical Thinking + 2nd Semester Writing]**

FUTURE AGENDA ITEMS (no time to consider at this meeting)

- 5.0 Revisions to the GE Policy (part 2)
 - 5.1 GE Guidelines - changes to SLOs proposed for SLOs for A2 (English 1A) – revised SLOs approved by WRC April 2012
A3/C3 (English 1B/move to Critical Thinking) – revised SLOs approved by WRC April 2012; proposal to combine Critical Thinking and 2nd semester composition into Area A3 not yet approved

Z (100W) – revised SLOs approved unanimously by the WRC (5/4/12) (+ new IL SLO?)

- 6.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]
- 6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
- 6.2 ENGL – new submission – awaiting revisions
- 6.3 KIN – new submission
- 7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
NOTE: Open Forum to discuss 4 UNVS 96G courses Oct 25, 2-4 pm
- 8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 11 October 2012, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: Simon Rodan (COB),

Guests: Cindy Baer (ENGL 1A & 1B)

- 1.0 Approval of Minutes (Oct 4): 6-0-0
- 2.0 Information Items –
 - 2.1 College Curriculum Committees sent UNVS 96G courses – updates
 - 2.2 C&R – Area E/PE proposal
- 3.0 Revisions to the GE Policy (part 1) – to be forwarded to C&R for consideration 10/8/12
 - 3.1 **Straw VOTE (6-0-0) – new Area Z (100W) SLOs – four revised SLOs approved unanimously by the WRC (5/4/12) – still need new 5th SLO related to Information Literacy (IL) – post-meeting information item: Steve met with Librarians Diana Wu and Toby Matoush 10/15/12 to consider the best possible “5th SLO”. When IL SLOs were incorporated into the GE Guidelines in the 2005 revision, ACRL Standards 1, 2, 3, & 5 were incorporated into CORE GE. The highest order Standard 4 (“The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.”) was not placed anywhere into the GE Guidelines. Diana and Toby agreed that this should be SLO #5 (possibly modified with Standard 3 overtones).]**
 - 3.2 **APPROVE (6-0-0) new Area A2 (English 1A) SLOs and content objectives** – to be incorporated into GE Guidelines with request for Senate Approval (NOTE: revised SLOs approved by WRC April 2012)
- 4.0 Reconsideration of GE “Modifications” – specifically, “waivers” of Critical Thinking for most high unit STEM majors; extend to those high unit STEM majors not granted the same waiver for historical reasons; if the proposal to move ENGL 1B from C3 to A3 is approved, then the waiver will shift from A3 to Area C
 - 4.1 **APPROVE (6-0-0) (follow up for consensus approval at prior BOGS meeting) – Extend 3-unit LD waiver to all BS STEM degree programs (including Forensics) [initially A3, but Area C if A3 becomes Critical Thinking + 2nd Semester Writing] –** STEM fields defined as those with a minimum of 12 units of UD coursework with specific LD STEM prerequisites that may be used to fulfill course requirements in traditional STEM fields. This excludes, for example, GE coursework that could not be used for a STEM major.

FUTURE AGENDA ITEMS (no time to consider at this meeting)

- 5.0 Revisions to the GE Policy (part 2) – changes to SLOs proposed for

- 5.1 A3/C3 (English 1B/move to Critical Thinking) – revised SLOs approved by WRC April 2012; proposal to combine Critical Thinking and 2nd semester composition into Area A3 not yet approved
- 5.2 Move stranded SLO to American Institutions (??) – “Students shall identify and discuss issues related to censorship and freedom of speech.”

- 6.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]
 - 6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
 - 6.2 ENGL – new submission – awaiting revisions
 - 6.3 KIN – new submission

- 7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
NOTE: Open Forum to discuss 4 UNVS 96G courses Oct 25, 2-4 pm

- 8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 1 November 2012, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: n/a

Guests: Jennifer Summit (ACE Fellow), Cindy Baer & Kelly Harrison (ENGL 1A & 1B), Bill Reckmeyer (UNVS 96G)

- 1.0 Approval of Minutes (Oct 11): 6-0-0
- 2.0 Information Items – report/discussion about UNVS 96G courses Open Forum, Oct 25th
- 3.0 **APPROVE (7-0-0)** – UNVS 96G courses for 2-year experimental offering beginning Spring 2013
- 4.0 Revisions to the GE Policy (part 1) – to be forwarded to C&R for consideration following vote on A3/C3 merger at Nov 8th BOGS meeting
 - 4.1 **APPROVE (7-0-0)** – **new Area Z (100W) SLOs** – four revised SLOs approved unanimously by the WRC (5/4/12) + new 5th SLO related to Information Literacy (IL) – based on input from librarians Toby Matoush & Diana Wu
 - 4.2 Agreement on basic SLOs for new Critical Thinking and Writing Area A3. Final vote will be taken at Nov 8th meeting.
 - 4.3 Tentative Plan if new A3 is approved for Fall 2013. All existing A3 courses will be grandfathered through Spring 2014 if they abide by enrollment caps and word counts, and will be invited to apply for recertification by Oct 1, 2013 (for Fall 2014 recertification under new guidelines). Adjust dates accordingly if there is a delay in revising the GE Policy & GE Guidelines.
 - 4.4 **ACTION ITEM: Steve will incorporate changes into GE Guidelines doc and prepare draft of policy language for all Writing Intensive GE courses**
- 5.0 Revisions to the GE Policy (part 2) –
 - 5.1 Move stranded Area C3 SLO to American Institutions (F23?) – “Students shall identify and discuss issues related to censorship and freedom of speech.” – sent referral to AD Jan English-Lueck for consideration by COSS subcommittee drafting new F123 Guidelines

FUTURE AGENDA ITEMS (no time to consider at this meeting)

- 6.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]

- 6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
- 6.2 ENGL – new submission – awaiting revisions
- 6.3 KIN – new submission

7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):

Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

- Open Forum to discuss 4 UNVS 96G (Oct 25, 2-4 pm)
- Open Forum to discuss proposed changes to GE Guidelines for Writing Intensive GE courses ENGL 1A (A2), Critical Thinking and Writing (revised A3), and 100W (GWAR) (Nov 15, 2-4 pm)

8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):

Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 8 November 2012, CL 412

Present: Stephen Branz, Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: Dennis Jaehne, Matt Masucci (CASA)

Guests: Jennifer Summit (ACE Fellow), Peter Hadreas and Rita Manning (Philosophy)

1.0 Approval of Minutes (Nov 1): 6-0-0

2.0 Information Items –

- 2.1 report/discussion feedback from Area A3 Dept Chairs regarding proposed changes to Area A3 – Steve met with all this week, (with Paul Douglas for several)
- 2.2 Steve cannot be at the Nov 15th Open Forum (2-4 pm, DMH 167). Dennis will introduce the forum but can be there for the first hour only. A **Guidelines Subcommittee** (Andy, Kathleen, Julie) will facilitate the second half of the Forum. Be certain to devote adequate time to all aspects of the proposed revisions related to – (1) writing and writing intensive courses (A2, A3, C3, and Z (with emphasis on A3/C3) , (2) justification and procedures for GE Modifications, and (3) general clean up of guidelines, including removal of PE, correcting inaccurate information, particularly with respect to New Course Certification and Assessment. The **Guidelines Subcommittee** will revise the guidelines for any consensus changes, or make marginal notes about unresolved issues.
- 2.3 Steve is on the agenda for the next C&R meeting (Nov 26, TIME CERTAIN 3-4 pm). If Steve is unable to attend, then one or more subcommittee members should attend. (NOTE: final Senate meeting of Fall term will be Monday, Dec 10.)

3.0 Revisions to the GE Policy (part 1)– continued item:

- 3.1 Significant discussion and revisions proposed and accepted for revised Area A3
- 3.2 Still awaiting feedback from Open Forum (Nov 15), but Consensus Approval for draft and all proposed changes in principle, with understanding that further revisions will be made prior to going to Senate.

4.0 Revisions to the GE Policy (part 2) –

- 4.1 Move stranded Area C3 SLO to American Institutions (F23?) – “Students shall identify and discuss issues related to censorship and freedom of speech.” – sent referral to AD Jan English-Lueck for consideration by COSS subcommittee drafting new F123 Guidelines

FUTURE AGENDA ITEMS (no time to consider at this meeting)

5.0 Clean up and update GE Modifications Table (esp moving A3 waiver to Area C waiver)

6.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> --

complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]

6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses

6.2 ENGL – new submission – awaiting revisions

6.3 KIN – new submission

7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):

Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

- Open Forum to discuss 4 UNVS 96G (Oct 25, 2-4 pm)
- Open Forum to discuss proposed changes to GE Guidelines for Writing Intensive GE courses ENGL 1A (A2), Critical Thinking and Writing (revised A3), and 100W (GWAR) (Nov 15, 2-4 pm)

8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):

Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 29 November 2012, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Kathleen McConnell (COSS)

Absent: Julie Sliva Spitzer (COS)

Guests: Jennifer Summit (ACE Fellow), Peter Hadreas and Richard Tieszen (Philosophy), Paul Douglass and Kelly Harrison (English)

- 1.0 Approval of Minutes (Nov 8): 5-0-1
- 2.0 Information Items –
 - 2.1 Report on Open Forum (Nov 15) and C&R Meeting (Nov 26) – Revision of Guidelines; particularly with respect to timelines for Fall 2013 implementation.
- 3.0 Revisions to the GE Policy – continued item:
 - 3.1 Significant discussion and revisions proposed and accepted for revised Area A3. No other portions of the proposed guidelines were discussed. Nearly the entire meeting was devoted to the objections of Philosophy as presented by Peter H and Rick T. These centered on whether or not problem solving aspects of Critical Thinking are (1) essential to a CT course; and (2) whether in inclusion of significant problem solving is incompatible with the proposed increase in writing from the current 3,000 word minimum to the proposed 8,000 word minimum with 4,000 of those words in final draft form.
 - 3.2 APPROVED (6-0-0) – Revised version 8a (showing all additions and deletions) and version 8b (“clean version” incorporating all proposed changes), and the policy itself. Steve will transmit to C&R via their chair Shannon Bros.

FUTURE AGENDA ITEMS (no time to consider at this meeting)

- 4.0 Revisions to the GE Policy (part 2) –
 - 4.1 Move stranded Area C3 SLO to American Institutions (F23?) – “Students shall identify and discuss issues related to censorship and freedom of speech.” – sent referral to AD Jan English-Lueck for consideration by COSS subcommittee drafting new F123 Guidelines
- 5.0 Clean up and update GE Modifications Table (esp moving A3 waiver to Area C waiver)
 - 5.1 Consider new Modifications based on implementation procedure included in revised GE Guidelines. There are many of these being proposed by high-unit majors seeking to reduce degree program units to 120.
- 6.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]

- 6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
- 6.2 ENGL – new submission – awaiting revisions
- 6.3 KIN – new submission

7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):

Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

- Open Forum to discuss 4 UNVS 96G (Oct 25, 2-4 pm)
- Open Forum to discuss proposed changes to GE Guidelines for Writing Intensive GE courses ENGL 1A (A2), Critical Thinking and Writing (revised A3), and 100W (GWAR) (Nov 15, 2-4 pm)

8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):

Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 6 December 2012, CL 412

Present: Stephen Branz, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: Dennis Jaehne

Guests: Kelly Harrison (English & WRC)

1.0 Approval of Minutes (Nov 29): 7-0-0

2.0 Information Items –

2.1 C&R Meeting (Nov 18) – will discuss the Revision of Guidelines; to late to get onto the agenda for the final Senate meeting of Fall 2012 (Dec 10)

2.2 Common Writing Handbook

2.3 Other??

3.0 Revisions to the GE Policy – continued item:

3.1 Final discussion & vote on two proposals for further revising the proposed guidelines

3.1.1. from Rick Tieszen – modifying to permit substantial problem solving to reduce the minimum word count – **Vote to NOT Approve (7-0-0)**

3.1.2. from Stef Frazier – modifying boilerplate language about assessment of writing – **Vote to NOT Approve (7-0-0)** [NOTE: the vote does not express how much sympathy there was for Stef's proposal, but in the end, BOGS felt that the existing language was not as subject to misinterpretation as Stef claims and that a change might be distracting from more critical and substantive changes proposed.]

FUTURE ITEMS:

4.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]

4.1 ANTH – all courses reviewed; final letter pending discussion with department about courses

4.2 ENGL – new submission – awaiting revisions

4.3 KIN – new submission

5.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):

Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

- Open Forum to discuss 4 UNVS 96G (Oct 25, 2-4 pm)

- Open Forum to discuss proposed changes to GE Guidelines for Writing Intensive GE courses ENGL 1A (A2), Critical Thinking and Writing (revised A3), and 100W (GWAR) (Nov 15, 2-4 pm)

6.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):

Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 7 February 2013, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent:

Guests: Jan English-Lueck (AD, COSS; revised AI)

- 1.0 Approval of Minutes (Dec 6): 6-0-0
- 2.0 Information Items –
 - 2.1 GE Guidelines Open Forum (Jan 25, 10 am – 12 pm; C&R host)
 - 2.2 A3-C3 facilitated meeting (Jan 30, 2:30 – 4 pm; C&R host; Shawn Spano facilitator)
 - 2.3 C&R meetings (Jan 28 and Feb 4; both 2-4 pm)
- 3.0 Revisions to the GE Policy – continued item; fixing “final proposal” version 8c sent to C&R
 - 3.1 from Stef Frazier – modifying boilerplate language about assessment of writing; previously voted against revised language, but Steve and Stef worked out compromise language for consideration => Replace “Writing shall be assessed for grammar, clarity, conciseness and coherence” with “At a minimum, all writing shall be assessed for grammar, clarity, conciseness and coherence for all GE areas and courses. Writing Intensive GE areas have additional requirements specified in their Content Sections” in the boilerplate Assessment section at the end of every GE Area – **Action: APPROVED (7-0-0)**
 - 3.2 Change A3 prereq (only A2 with C or better) to A1 and A2 with C or better – **Action: APPROVED (7-0-0)**
 - 3.3 Remove RSV Prefix restriction (currently University Policy permits non-enforcement of this section of the Guidelines. (Replace with restriction on SJSU Studies courses in major? Will not be popular with majors trying to double count SJSU Studies with major to get to 120 units.) – **Action: consensus approval pending final wording for recommendation to go in its place – final vote at next meeting (Feb 21)**
 - 3.4 Revise American Institutions (COSS AD Jan English-Lueck, committee chair; ad hoc COSS committee = Melinda Jackson (POLs), Glen Gendzel (HIST), Ruth Wilson (AFAM), Estella Habal (MAS) – report on process and outcomes – **Action: consensus approval pending change in SLO 1 (splitting indented paragraph (a) into (a) and (b) sections) and feedback on this change from COSS ad hoc committee – final vote at next meeting (Feb 21)**
 - 3.5 Develop SLOs and content objectives for Area B3 – preliminary discussion of some issues and consensus; plan to work with COS AD, Curr Cmte, and/or lab course coordinators to generate first draft; also work with online and/or MOOC instructors.
 - 3.6 Change Category 3 (waiver of Core GE Area) to a recommendation made by C&R (not BOGS) to the Provost **Action: consensus approval pending final wording for recommendation to go in its place – final vote at next meeting (Feb 21)**

3.7 Other? What about MOOCs or other on-line instruction? (Univ Policy S01-10 deals with “Distance Education and includes a section on GE” – see <http://www.sjsu.edu/senate/docs/S01-10.pdf>)

4.0 New Course Proposal – HIST 170S (resubmission by Ruma Chopra) – **Action: APPROVE for Area F1 and Area S (7-0-0)**

FUTURE ITEMS:

5.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]

4.1 ANTH – all courses reviewed; final letter pending discussion with department about courses

4.2 ENGL – new submission – awaiting revisions

4.3 KIN – new submission

6.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):

Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

- Open Forum to discuss 4 UNVS 96G (Oct 25, 2-4 pm)

- Open Forum to discuss proposed changes to GE Guidelines for Writing Intensive GE courses ENGL 1A (A2), Critical Thinking and Writing (revised A3), and 100W (GWAR) (Nov 15, 2-4 pm)

7.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):

Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.

BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:

 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 21 February 2013, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: n/a

Guests: n/a

- 1.0 Approval of Minutes (Feb 7): 6-0-0
- 2.0 Information Items –
 - 2.1 Guidelines (ongoing in C&R and brouhaha over modifications policy passed by Senate)
 - 2.2 version 8d of Guidelines is current version (attached)
 - 2.3 update on draft policy – *Common Writing Handbook for SJSU* (attached)
no vote taken, but unanimous endorsement of draft Sense of the Senate Resolution
- 3.0 Revisions to the GE Policy – continued item; fixing “final proposal” version 8d (becoming 8e) to be sent to C&R
 - 3.1. Remove RSV Prefix restriction – **Action: APPROVED (7-0-0)**
 - 3.2. Revise American Institutions – **Action: consensus approval pending further changes in SLOs (primarily the action verbs; Simon and others agreed to draft alternate language) – final vote at next meeting (Mar 7)**
 - 3.3. Remove RSV Prefix restriction (currently University Policy S12-9 permits non-enforcement of this section of the Guidelines) and replace with “Students are strongly encouraged to satisfy GE Areas R, S, and V with courses from departments other than the major department.” – **Action: APPROVED (7-0-0)**
 - 3.4. Develop SLOs and content objectives for Area B3 – preliminary discussion of some issues and consensus; plan to work with COS AD, Curr Cmte, and/or lab course coordinators to generate first draft; also work with online and/or MOOC instructors.
 - 3.5. Change Category 3 (waiver of Core GE Area) to a recommendation made by C&R (not BOGS) to the Provost **Action: consensus approval pending further changes in language, esp related to modifications and waivers following change of major; Steve and others agreed to draft alternate language) – final vote at next meeting (Mar 7)**
 - 3.6. Other? What about MOOCs or other on-line instruction? (Univ Policy S01-10 deals with “Distance Education and includes a section on GE” – see <http://www.sjsu.edu/senate/docs/S01-10.pdf>) -- Senate considering amending (?)

FUTURE ITEMS:

- 4.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]
- 4.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
- 4.2 ENGL – new submission – awaiting revisions
- 4.3 KIN – new submission
- 5.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
- Open Forum to discuss 4 UNVS 96G (Oct 25, 2-4 pm)
 - Open Forum to discuss proposed changes to GE Guidelines for Writing Intensive GE courses ENGL 1A (A2), Critical Thinking and Writing (revised A3), and 100W (GWAR) (Nov 15, 2-4 pm)
- 6.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.

BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:

 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 7 March 2013, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: n/a

Guests: Maureen Smith & Toni Campbell (CHAD 70), Emily Allen (COEngr meeting GE within the major)

- 1.0 Approval of Minutes (Feb 21): 7-0-0
- 2.0 Information Items – update on status of Guidelines and BOGS’ role assisting in evaluating plans for high-unit majors to reduce to the “120-unit” maximum.
- 3.0 New Course Proposal
 - 3.1 **CHAD 70 (E)** – (Maureen Smith & Toni Campbell) **APPROVE: 6-0-1** (with minor changes to be submitted to Steve)
- 4.0 College of Engineering Plan to meet certain GE within the Major (Emily Allen) – preliminary presentation and discussions

FUTURE ITEMS:

- 5.0 Revisions to the GE Policy – continued item; fixing “final proposal” version 8c sent to C&R
 - 5.1. Revise American Institutions – **Action: consensus approval pending further changes in SLOs (primarily the action verbs; Simon and others agreed to draft alternate language) – final vote planned for this meeting**
 - 5.2 Change Category 3 (waiver of Core GE Area) to a recommendation made by C&R (not BOGS) to the Provost **Action: consensus approval pending further changes in language, esp related to modifications and waivers following change of major; Steve and others agreed to draft alternate language) – final vote planned for this meeting**
 - 5.3 Develop SLOs and content objectives for Area B3 – preliminary discussion of some issues and consensus; plan to work with COS AD, Curr Cmte, and/or lab course coordinators to generate first draft; also work with online and/or MOOC instructors.
 - 5.4 Other? What about MOOCs or other on-line instruction? (Univ Policy S01-10 deals with “Distance Education and includes a section on GE” – see <http://www.sjsu.edu/senate/docs/S01-10.pdf>) -- Senate considering amending (?)
- 6.0 Program Planning: GE Component – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]

- 6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
- 6.2 ENGL – revisions submitted
- 6.3 KIN – new submission
- 6.4 HUM – new submission

7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):

Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

- Open Forum to discuss 4 UNVS 96G (Oct 25, 2-4 pm)
- Open Forum to discuss proposed changes to GE Guidelines for Writing Intensive GE courses ENGL 1A (A2), Critical Thinking and Writing (revised A3), and 100W (GWAR) (Nov 15, 2-4 pm)

8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):

Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.

BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:

 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 21 March 2013, CL 412

Present: Stephen Branz, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsan Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: Dennis Jaehne

Guests: n/a

- 1.0 Approval of Minutes (Mar 7): 7-0-0
- 2.0 Information Items –status of S13-1 (Reduction of Degree Programs to 120 units), Passed Senate; awaiting President’s signature. – See attachment with list of programs needing to be reviewed. – **Unofficially for the time being, Scot Guenter has been offered and has accepted the position of “University GE Program Facilitator.”** Scot will be invited as a permanent guest to all BOGS meetings until all the necessary programmatic changes have been made to high-unit majors seeking GE modifications to help departments reduce their degree programs to 120 units.
- 3.0 Revisions to the GE Policy – continued item; fixing “final proposal” version 8c sent to C&R
 - 3.1 Revise American Institutions – **Action: consensus approval pending further changes in SLOs (primarily the action verbs; Simon and others agreed to draft alternate language) – Revisions APPROVED 7-0-0**
 - 3.2 Change Category 3 (waiver of Core GE Area) to a recommendation made by C&R (not BOGS) to the Provost **Action: consensus approval pending further changes in language, esp related to modifications and waivers following change of major; Steve and others agreed to draft alternate language) – Revisions APPROVED 7-0-0**
 - 3.3 A “clean” version 9a of the Guidelines is being attached to these minutes.

FUTURE ITEMS:

- 4.0 Revisions to the GE Policy – continuing item
 - 4.1 Develop SLOs and content objectives for Area B3 – preliminary discussion of some issues and consensus; plan to work with COS AD, Curr Cmte, and/or lab course coordinators to generate first draft; also work with online and/or MOOC instructors. **[COS AD Elaine Collins unavailable for March 21 meeting; rescheduled for April 4 meeting]**
 - 4.2 Other? What about MOOCs or other on-line instruction? (Univ Policy S01-10 deals with “Distance Education and includes a section on GE” – see <http://www.sjsu.edu/senate/docs/S01-10.pdf>) -- C&R reviewing/amending (?) **BOGS recommendations to C&R: (1) reimbursement for developing Udacity (and other similarly fully on-line content) is inadequate, and faculty developing such content should be granted a sabbatical or other paid leave; and (2) the assessment and evaluation of online courses is appropriate, but should be in keeping with the scrutiny being given to traditional face-to-face versions of these courses.**

- 5.0 Program Planning: GE Component (<http://www.sjsu.edu/ugs/courses>) – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]
- 5.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
 - 5.2 ENGL – revisions submitted
 - 5.3 KIN – new submission
 - 5.4 HUM – new submission
- 6.0 Dennis item – Should there be limits on the number of courses per GE Area?
Discussed (3/21/13) but no actions were taken or recommended at this point.
- 7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
- 8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, 18, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.

BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:

 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 4 April 2013, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Kathleen McConnell (COSS)

Absent: Julie Sliva Spitzer (COS)

Guests: Emily Allen (AD Coll of Engineering), Elaine Collins (AD, Coll of Science)

- 1.0 Approval of Minutes (Mar 21): 6-0-0
- 2.0 Information Items
 - 2.1 Update on status of S13-1 (Reduction of Degree Programs to 120 units) – still not signed by President (as of 4/2/13)
 - 2.2 April 18th BOGS meeting rescheduled to April 25th.
- 3.0 Revisions to the GE Policy – continued item; current clean “version 9a” sent to C&R
 - 3.1 Area B3 (science lab) – discussion with COS AD Collins of some of ideas and definitions of “lab” that will suit many different disciplines. AD Collins presented several possible SLOs to stimulate discussion. She will continue discussions within the COS and draft a proposed language for this section of the Guidelines.
- 4.0 Review of Proposals to meet GE Areas within the major
 - 4.1 Progress Report from Emily Allen (including draft Senior Project greensheet illustrating the ways in which Area S & V SLOs can be incorporated with a 1-unit supplemental course each semester.
 - 4.2 **ACTION:** Endorse this approach and prepare a memo (Steve) for C&R.

FUTURE ITEMS:

- 5.0 Revisions to the GE Policy – continuing item
 - 5.1 Other? What about MOOCs or other on-line instruction? (Univ Policy S01-10 deals with “Distance Education and includes a section on GE” – see <http://www.sjsu.edu/senate/docs/S01-10.pdf>) -- C&R reviewing/amending (?)
BOGS recommendations to C&R: (1) reimbursement for developing Udacity (and other similarly fully on-line content) is inadequate, and faculty developing such content should be granted a sabbatical or other paid leave; and (2) the assessment and evaluation of online courses is appropriate, but should be in keeping with the scrutiny being given to traditional face-to-face versions of these courses.
- 6.0 Program Planning: GE Component (<http://www.sjsu.edu/ugs/courses>) – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]

- 6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
- 6.2 ENGL – revisions submitted
- 6.3 KIN – new submission
- 6.4 HUM – new submission

7.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

8.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, (~~18~~ moved to) **Apr 25**, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.

BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:

 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 25 April 2013, CL 412

Present: Stephen Branz, Dennis Jaehne, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS)

Absent: Kathleen McConnell (COSS)

Guests: Shannon Bros & Elizabeth Weiss (C&R), Paul Douglass & Kelly Harrison (ENGL), Emily Allen (AD Coll of Engineering)

- 1.0 Approval of Minutes (Apr 4): 6-0-0
- 2.0 Information Items
 - 2.1 Update on status of S13-3 (Temporary Accommodation for Degree Programs Reducing to 120 units) – now signed by President
 - 2.2 Common Writing Handbook Sense of the Senate Resolution – 1st Reading complete; CWH passed first hurdle of SSETF Funding for frosh
- 3.0 Revisions to the GE Guidelines – APPROVED (6-0-0) – new clean “version 9c” sent to C&R
 - 3.1 **APPROVED (6-0-0)** – Area A3 – 6000 words with 4000 in final draft form for all courses; remove modification reducing word count for significant oral presentations
 - 3.2 **APPROVED (6-0-0)** – Make language more consistent for A2, A3, and Z wrt to class size statement in Section D boilerplate
 - 3.2.1 Area A2 = Class size: Enrollment shall be limited to 25 students.
 - 3.2.2 Area A3 = Class size: Enrollment shall be limited to 25 students.
 - 3.2.3 Area Z = Class size: Enrollment shall be limited to 25 students, and no class shorter than six weeks
- 4.0 Revisions to the GE Policy – APPROVED (6-0-0) – Revisions to dates and modifications review Resolved clauses; new clean “version 4” sent to C&R
- 5.0 Review of Proposals to meet GE Areas within the major
 - 5.1 Progress Report from Emily Allen (follow-up to prior discussion of the the ways in which Area S & V SLOs can be incorporated (integrated) with a 1-unit supplemental course each semester).
 - 5.2 **ACTION:** Endorse a pilot (students register via 1-unit 180 courses both Fall & Spring) for the Fall & Spring Senior Project course sequences in MatE (faculty?) and EE (limited students in EE, possibly David Parent & Birsen Sirkeci?) with deliverables – course proposal(s) with greensheets submitted by October 2013, and preliminary assessment data Jan 2014 and final report on course(s) and assessment Summer 2014
 - 5.3 FUTURE Item – ENGR 10 for Area E (Pat Backer, Thalia Anagnos, Maureen Smith)

FUTURE ITEMS:

- 6.0 Revisions to the GE Policy – continuing item
 - 6.1 Area B3 (science lab) – discussion with COS AD Collins of some of ideas and definitions of “lab” that will suit many different disciplines. AD Collins presented several possible SLOs to stimulate discussion. She will continue discussions within the COS and draft a proposed language for this section of the Guidelines.

- 7.0 Program Planning: GE Component (<http://www.sjsu.edu/ugs/courses>) – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012. [Consider streamlining future reviews by assigning 2 (or 3?) BOGS members as subcommittees?]
 - 6.1 ANTH – all courses reviewed; final letter pending discussion with department about courses
 - 6.2 ENGL – revisions submitted
 - 6.3 KIN – new submission
 - 6.4 HUM – new submission

- 8.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6

- 9.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, (~~18~~ moved to) **Apr 25**, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.

BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:

 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 2 May 2013, CL 412

Present: Stephen Branz, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: Dennis Jaehne

Guests: Emily Allen & Pat Backer (Coll of Engineering, ENGR 10)

- 1.0 Approval of Minutes (Apr 25): 6-0-1
- 2.0 Information Items
 - 2.1 Update on Guidelines
- 3.0 ENGR 10 for Area E (Emily Allen & Pat Backer; developed with Thalia Anagnos, Maureen Smith) – Will revise greensheet for final BOGS meeting May 9. There was discussion about content and the linking of SLOs to assignments. Timing was also discussed. If it looks promising, guidance and tentative approval could be given (prior to May 20th deadline for Spring 2014 offering) with final approval pending a more complete proposal in Fall 2013.

FUTURE ITEMS:

- 4.0 Revisions to the GE Policy – continuing item
 - 6.1 Area B3 (science lab) – discussion with COS AD Collins of some of ideas and definitions of “lab” that will suit many different disciplines. AD Collins presented several possible SLOs to stimulate discussion. She will continue discussions within the COS and draft a proposed language for this section of the Guidelines.
- 5.0 Program Planning: GE Component (<http://www.sjsu.edu/ugs/courses>) – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012.
 - 5.1 ANTH – all courses reviewed; final letter pending discussion with department about courses – **Steve will draft memo**
 - 5.2 ENGL – revisions submitted – **Steve will draft memo**
 - 5.3 KIN – new submission – assigned to Andy
 - 5.4 HUM – new submission – shared by “non-Andy” BOGS members
- 6.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
- 7.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, (~~18~~-moved to) **Apr 25**, May 2, 9

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.

BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:

 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.



Board of General Studies MINUTES – 1400-1600, 9 May 2013, CL 412

Present: Stephen Branz, Matt Masucci (CASA), Simon Rodan (COB), Robin Love (Educ), Birsen Sirkeci (Engr), Andrew Fleck (H&A), Julie Sliva Spitzer (COS), Kathleen McConnell (COSS)

Absent: Dennis Jaehne

Guests: Emily Allen & Pat Backer (Coll of Engineering, ENGR 10)

- 1.0 Approval of Minutes (May 2): 7-0-0
- 2.0 Information Items
 - 2.1 Update on Guidelines (Senate meeting 5/6/13, 1st Reading never introduced; small possibility of introduction from the floor as a final reading at final Senate meeting 5/13/13)
 - 2.2 Update on **Common Writing Handbook SoS Resolution** (Senate meeting 6 May 13; 2nd Reading) – **APPROVED** – WOOT!
 - 2.3 Update on Stretch English (to be considered by WRC 5/10/13)
- 3.0 **ENGR 10 for Area E** (Emily Allen & Pat Backer; developed with Thalia Anagnos, Maureen Smith) – Revised greensheets presented and discussed. Consensus that the course was very good and very likely approvable, but there was not enough detail about assignments (just ran out of time at the end of semester). **Provisional APPROVAL (7-0-0)** pending final approval in Fall 2013 (based primarily on more complete assignments and possibly preliminary assessment data)
- 4.0 Program Planning: GE Component (<http://www.sjsu.edu/ugs/courses>) – For a listing of programs that are schedule for review, please visit our program planning calendar: <http://www.sjsu.edu/ugs/links/PPtrackingcalendar> -- complete review and letters to departments that submitted Spring 2012.
 - 4.1 ANTH – all courses reviewed; final letter pending discussion with department about courses – **Steve will draft memo**
 - 4.2 ENGL – revisions submitted – **Steve will draft memo**
 - 4.3 KIN – new submission – assigned to Andy – generally good with noted areas for improvement; **Steve will draft memo** based on feedback
 - 4.4 HUM – new submission – shared by “non-Andy” BOGS members – much discussion and many areas for improvement noted; discussion about assessment of integrated courses (AMS 1A/1B and Hum Hrs; not collecting data as expected, but instructions unclear); continue discussion in Fall & invite key HUM faculty to meeting.

FUTURE ITEMS:

- 5.0 New Course Proposals (submitted way too late – same day as this final meeting)
 - 5.1 KIN 66
 - 5.2 KIN 68

- 6.0 Biology Proposal to meet Area A3 within the major – incomplete; no time for further consideration until Fall 2013.
- 7.0 Revisions to the GE Policy – continuing item
- 7.1 Area B3 (science lab) – discussion with COS AD Collins of some of ideas and definitions of “lab” that will suit many different disciplines. AD Collins presented several possible SLOs to stimulate discussion. She will continue discussions within the COS and draft a proposed language for this section of the Guidelines.
- 8.0 Meeting Schedule for Fall 2012 (2-4 pm in CL 412 unless notified otherwise):
Sep 6, 20, Oct 4, 11, Nov 1, 8, 29, Dec 6
- 9.0 Meeting Schedule for Spring 2013 (2-4 pm in CL 412 unless notified otherwise):
Feb 7, 21, Mar 7, 21, Apr 4, (~~18~~ moved to) **Apr 25**, May 2, 9
- 10.0 Meeting Schedule for Fall 2013 (2-4 pm in CL 412 unless notified otherwise):
Sep 5 (CL 122), 19, Oct 3, 17, 31, Nov 14, 21, Dec 5 (if needed)
- 11.0 Meeting Schedule for Spring 2014 (2-4 pm in CL 412 unless notified otherwise):
Feb 6, 20, Mar 6, 20, Apr 3, 17, May 1, 8 (if needed)

Program Review: GE Component

A department's GE courses will be reviewed during the normal program planning cycle. There will be a new section in a department's self-study that addresses GE.

Part I: The department summarizes its involvement in GE over the past program planning cycle and any plans for the next program planning cycle. It also reflects on how well its courses contribute to their GE Area Goals and to the larger General Education Program Objectives. (This summary and reflection shall be no more than two pages.) The department must also include an assessment schedule for all GE courses for the next program planning cycle.

Part II: Continuing Certification and Assessment. For each GE course, the department submits the following:

- (1) One sample greensheet reflecting how the course is currently taught, with up to, two pages of commentary explaining how the course accomplishes its GE SLOs.
- (2) An assessment report (two page maximum) for each course that includes the following:
 - a. A comprehensive evaluation of the course that may include a focus on the GE Goals for its area or other course goals.
 - b. Changes that the department has made to try to improve student success with respect to the GE SLOs,
 - c. Future plans for course modifications, if applicable.
- (3) An appendix consisting of the annual course assessment forms.
BOGS then receives the GE section of the department's program planning self-study and reviews the materials on individual courses:
 - (1) Is the course consistent with the GE Guidelines?
 - (2) Is assessment allowing or supporting improvements to instruction?
 - (3) Are there lessons from the course for GE at SJSU?

BOGS can either (1) continue to certify the course through the next program planning cycle or (2) seek clarifications or discuss its concerns with the department. When those concerns are resolved, then the course's G. E. certification is to be continued through the next program planning cycle. If its concerns cannot be resolved, then BOGS can recommend to the Committee on Curriculum and Research (C & R) that the course be decertified. C & R makes the final decision, and the department has the right to appear before the Committee. If a member of BOGS has voted on the matter when it was before BOGS, then he or she shall not vote on it again when it comes before C&R.