Present: Martina Bremer (COS), Stephen Branz (EXO), Robin Love (CoEd), David Parent (COE), Peggy Plato (CASA), Revathi Krishnaswamy (HA), Simon Rodan (COB), Matthew Spangler (COSS)
Absent: None
Apologies: None
Guest: Melinda Jackson (EXO),

Start: 2:00 pm

1. Approval of Minutes
   a. adjust 5.c to state continued certification due to requiring improvements in assessment.

**Action- Approve Meeting Minutes from August 27, 2015 with adjustment: 7-Yes, 0-No, 0-Abstain**

2. New course proposals
   a. AAS 33A/B
   b. This course has been approved previously for the GE’s they are seeking, however GUP is asking departments to allocate the awarding of credit to the proper course or that they properly sequence the courses so one had to be taken prior to the other.
      i. The D1 GELOs are not listed correctly in the syllabi.
      ii. Using GELO 2, 3 and 4 for a specific assignment, and assignments are not clearly outlined to show how all GELO’s are being met.
      iii. Word count does not seem to meet the counts for both areas they are seeking.
      iv. Would like to see rubric on assessment, word count issue, more information on assignments, update assessment schedule through 2018.
      v. Review this against the notes given at Program Review so that we can ensure they address the same things.

**Table to future meeting: Provide department feedback for proposal improvement.**

   c. KIN 111 (Area V)
      i. The clarity of the GELO’s was great,
ii. the thoughtfulness that went into developing this as a global course, from the assignments to the readings.

iii. This course will be coming in again in a few months under KIN 111i, for part of the college's International Experience program.

**Action- Approve KIN 111 for GE/SJSU Studies Area V: 7-Yes, 0-No, 0-Abstain**

3. GE program planning reviewing assignments
   a. COMM (letters were drafted last semester for all but COMM 168A/B)
      i. Missing Letters from COMM 20/20N, 40, 41, 96PS 157, 179,
      ii. COMM 21 (A)
      iii. COMM 10 (C)- will redo the letter to include issues found, i.e. GELO’s 1-5 list on all the assignments.
      iv. COMM 74/74Q (A)- Need greensheet for 74, would be nice if they called out the LO’s for First Year Experience.
      v. COMM 100W-
      vi. COMM 174
      vii. COMM 168AB
   b. Conversation about 100W’s in general…..outside of COMM specifically, Writing assessment committee believes someone other than BOGS should be reviewing the 100w courses at very least they should be reviewed by Tom Moriarity (Writing Across the Curriculum Director), or Tom should at least be presented as a resource.

4. Assignment of reviewers for next week
   a. LLD100W
   b. LLD 100WB
   c. AFAM 002A-B
   d. AFAM 100W

Adjourn: 4:06pm

S09-4: Policy on First Year Experiences.