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

Start: 2:05 pm

1. Approval of Minutes from October 8th, 2015

**Action- Approve October 8th, 2015 Minutes with adjustment:** (6,0,0)

2. Matter arising

   The purpose of word counts, aimed at requiring an amount of writing in different styles and genres rather than a vehicle for GELO assessment was discussed. The committee’s consensus was that the writing requirements for a course fulfilling multiple GE areas would be the sum of the individual GE area writing requirements. The exception to this is US institutions; combining fulfillment of a US institutions requirement with another GE area will not increase the required word count over the GE for the area.

3. New course proposals

   a. METR 115 (Area R)

      5-Year Assessment Schedule was missing. Word count should be specified for each assignment (current explicit total is less than the area requirement). Change SLOs (bottom of page 1) to CLOs and Area R SLOs (table on page 2) to GELOs. Clarification on specifics of assignments, especially the media assignment related to GELO 2.

   b. SCI 75 (Area E)

      The course proposal is for SCI 75 but the greensheet is titled SCI90. The course seemed more oriented towards professional/career development, rather than adapting/learning to learn while at SJSU (Area E GELO 3 and to some degree, GELO4). Overall the Board did not think that the course in its current form sufficiently addressed the Area E GE learning outcomes. Word counts should be provided for significant writing assignments - Area E requires 1,500 words in total. Some concern was expressed about ensuring appropriate instructor qualifications.
Additional information on this would be important moving forward. Finally there were concerns about the amount of face to face instruction. Based on the greensheet instructors will spend 9 hours with students; the lecture component (2 units) requires 21 hours. Is the remainder made up of on-line interaction? If so, a description of this is needed.

c. ENGR 60SL (Area A1)

Matt Spangler has met with Jinny Rhee to discuss the Board’s concerns raised at the last meeting. These were: administrative limitations making the 3 x 1 unit course structure hard to track for GE requirement completion; the significant challenges of putting freshmen (taking the course for A1) into teams with seniors who are fulfilling S and V for which there is far less emphasis (if any) on oral communication. -- NOTE (12/5/15) course was subsequently withdrawn by Engineering.

4. Continuing certification

The new continuing certification tracking system was reviewed. Programs scheduled for program planning are added to the tracking workbook; the program’s GE courses are added automatically. Courses are checked for completeness and when they are, they are added to a rolling working list. Reviews are completed by two reviewers, randomly assigned, and their scores are compared in a summary of differences sheet (compiled automatically). Courses on which there is complete agreement are deemed complete, added to the next agenda for ratification. Courses for which two reviewers do not agree are reviewed by a third BOGS member. A majority agreement creates a recommendation for ratification at the next meeting. Courses on which three reviewers do not agree are slated for discussion at the next meeting.

Three course reviews were completed:

1. BIOL 21 : recommended for continuing certification (6,0,0)
2. BIOL 10: recommended for continuing certification (6,0,0)
   
   Both BIOL 10 and 21 had done little or no assessment; however in the program planning there was a clear road map for assessment moving forward.
3. BIOL 54: recommended for BOGS review (6,0,0)