

2017-2018 Year-End Committee Report Form

Committee: Board of General Studies

Chair: Simon Rodan

Chair-Elect for 2018-2019:

Simon Rodan

Number of Meetings held: 16

408-418-8457/95192-

0070/simon.rodan@sjsu.edu

Items of Business Completed 2017-2018

1. New GE courses: 39 new GE course proposals were reviewed. 23 of these were approved; the remainder were provided with feedback and invited to revise and resubmit their proposals.
2. Continuing certification: Three programs were scheduled to be reviewed this year, METR, PHYS, and BUS. The 5 GE courses in METR were reviewed, recommended for continuing certification and commentary/suggestions provided. BUS, which has one course had not collected any assessment data and did not submit any materials for review. PHYS, with 10 GE courses is in a similar position, having collected no data and not submitted any syllabi for review.
3. Self-study/program plan: the Board completed an addendum to the self-study setting out a suggested course of action. The plan was submitted to PPC.
4. Action plan: The addendum was endorsed by the PPC at the action plan meeting.

Unfinished Business Items from 2017-2018

1. Re-review of two new course proposals, ESDE 102 and ESDE 124
2. Follow-up on missing continuing certification submissions for PHYS and BUS

New Business Items for 2017-2018

1. Regular business (new course proposals, continuing certification reviewing).
2. Implementation of action plan arising PPC action plan meeting.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

August 24, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), David Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Revathi Krishnaswamy (HA), Anne Marie Todd (COSS), Wendy Ng (EXO), Cara Maffini (LCOE)

1. Minutes

Minutes from [May 18th meeting](#) were **approved (5-0-0)**

2. Matters arising from the minutes

MAS is waiting for its continuing certification reviews. MAS 30 is still to be completed.

EO 1110 was discussed.

3. Review of BOGS priorities for 17/18

The committee discussed the external auditors report and possible future courses of action to respond to their comments and to develop a plan for improving the GE program more broadly.

Given the critique of the campus approach to GE assessment, it was agreed pending discussion with AVP Anagnos and the WASC Steering Committee to recommend suspending GE assessment activity until a more meaningful system is agreed on. Many committee members agreed with the external reviewers comments on assessment that a whole new way of doing assessment was needed. It was agreed that the committee would examine, in consultation with the director of assessment and with input from faculty and, if they agree, the external reviewers, different approaches to GE assessment.

The coming year is likely to be quite different from prior years with much less continuing assessment work. This affords BOGS the opportunity to develop, in conjunction with other stakeholders in GE across the campus, a comprehensive plan for GE

A plan for GE will be developed prior to the program planning meeting, extending suggestions in the self study and drawing on the ideas in the external auditors' report. It was suggested that the

external auditors might be invited to contribute to the development of a plan for “renewing” GE.

The meeting was adjourned at 4:45pm.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

September 9th, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), David Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Revathi Krishnaswamy (HA), Anne Marie Todd (COSS), Wendy Ng (EXO), Cara Maffini (LCOE).

Guest: Nicole Mendoza, GUP

Apologies: Chris Tseng

1. Curriculog

Nicole Mendoza presented the Curriculog proposal management system

2. Minutes of last meeting

Minutes from [August 24th meeting](#) were **approved (7-0-0)**

3. Matters Arising from the Minutes

With many programs now requiring study abroad, there will likely be many GE courses for which “international” variants will be developed. These will need to be approved by BOGS if they are to fulfill GE requirement.

4. Program Plan

The committee discussed the development of the program plan, to be presented to the PPC probably in November. The committee decided not to recommend any changes to the assessment process while investigating alternatives. A roadmap should be added to the current plan. The GE pathways project seems to have ended. The committee suggested benchmarking other CSUs, drawing on Deputy Provost’s Kemnitz’ experiences at Bakersfield as well as on the knowledge and experience of the two reviewers.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

September 21st, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), David Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Revathi Krishnaswamy (HA), Wendy Ng (EXO), Cara Maffini (LCOE).

Apologies: Anne Marie Todd (COSS)

1. Minutes of last meeting

Minutes from [September 9th meeting](#) were **approved (6-0-0)**

2. Other Business

The College of Engineering's capstone Area S and V integration, which was [provisionally approved for two years on Feb 20th, 2014](#) and [granted a one year extension on September 8th, 2016](#), was discussed. The committee decided to send a memo to the College of Engineering's GE Course Coordinator reiterating the items it would like the certification submission to address in order to move from provisional to permanent status. The [memo](#) will be based on the minutes of the Feb 20th 2104 and September 8th 2016 meetings.

3. Continuing Certification

BOGS has not yet seen materials from METR, PHYS, BUS, ENGL, CHEM and GEOL which were due last year.

4. EO 1100

The CSU has organised a webinar on September 29th at 2pm which can be attended in Clark 412 to answer questions about EO 1100.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

October 5th, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), David Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Revathi Krishnaswamy (HA), Wendy Ng (EXO), Anne Marie Todd (COSS).

Apologies: Cara Maffini (LCOE)

1. Minutes of last meeting

Minutes from [September 21st meeting](#) were **approved (6-0-0)**

2. New Courses

GLST 1B was **approved for area B2 (6-0-0)**

ENGR 195A, the Area S component of the engineering integrated capstone upper division GE course packages, was **approved (6-0-0)**

ENGR 195B, the Area V component of the engineering integrated capstone upper division GE course packages, was **approved (6-0-0)**

The Board suggested some minor modifications to the syllabi:

- a. Adding the expected hours of study to the ENGR 195A/B greensheets
- b. A note that the course is a 1 unit course
- c. That Chemical Engineering, which does not offer the S and V capstone integration be removed from the third paragraph.

AE 171A, the Area S capstone complementary integration course to ENGR 195A, was **approved (6-0-0)**

AE 172A, the Area S capstone complementary integration course to ENGR 195A, was **approved (6-0-0)**

Some suggestions arising from the Board's discussion will be sent to the course coordinators with the approval decision.

Since the College of Engineering's representative cannot attend the next BOGS meeting, the committee agreed to postpone a final decision on any of the engineering courses until his return.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

October 19th, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), Revathi Krishnaswamy (HA), Cara Maffini (LCOE), Wendy Ng (EXO), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS).

Apologies: David Parent (COE).

1. Minutes of last meeting
[Minutes from October 5th meeting](#) were **approved (6-0-0)**

2. New Courses

[AE 171 B](#) (taken with ENGR 195 A/B and AE 171 A) was **approved (6-0-0)**

[AE 172 B](#) (taken with ENGR 195 A/B and AE 172 A) was **approved (6-0-0)**

[ME 195 A](#) and [ME 195B](#) (taken with ENGR 195 A/B) were **approved (6-0-0)**

[BME 198 A](#) and [BME 198 B](#) (taken with ENGR 195 A/B) were **approved (6-0-0)**

The reviewers' comments will be sent to Engineering as suggestions which the Board hopes will be implemented during the next program planning cycle.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

November 2nd, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), Revathi Krishnaswamy (HA), Cara Maffini (LCOE), Wendy Ng (EXO), David Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS).

1. Minutes of last meeting
Minutes from October 19th meeting were **approved (7-0-0)**

2. EO 1100 rev 87-23-27

EO 1100 rev 8-23-17, amends the original EO 1100 which, in section 5 (Transfer and Articulation), now requires all CSU campuses to accept for GE credit without review, any upper division GE courses take at other CSU campuses. The committee agreed that this speeds up time to graduation for students moving from one campus to another, but also acknowledged that this reduced the uniqueness of the SJSU learning experience. BOGS chair will liaise with Mark Van Seltz do discuss a possible Sense of the Senate resolution that could be raised at CSUAS.

3. New Courses

EE 198A and EE 198B (taken with ENGR 195 A/B) were **approved (7-0-0)**

MATE 198A and MATE 198B (taken with ENGR 195 A/B) were **approved (7-0-0)**

ENGR 195C and ENGR 195D (taken with ENGR 195 A/B) were **approved (7-0-0)**

The reviewers' comments will be sent to Engineering as suggestions which the Board hopes will be implemented during the next program planning cycle.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

November 16th, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), Cara Maffini (LCOE), Wendy Ng (EXO), David Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS).

1. Minutes of last meeting
[Minutes from November 2nd meeting](#) were **approved (6-0-0)**

2. Matters arising

The chair reported on a meeting with the Chair of Program Planning. Program Planning's chair requested a copy of the addendum to the self study for the Program Planning committee to review before its December meeting.

3. Addendum to the self study

The decision by C&R not to proceed with commenting on the addendum to the self study because it had been alleged that it "did not represent the views of the Board" was discussed. Members of the Board expressed surprise at this assertion, given the discussion and comments that had taken place at the Board's meetings.

A productive discussion on the addendum to the self study's proposals followed in which many useful suggestions regarding the reframing of GE assessment were made.

It was resolved (6-0-0) to add these to the document, and then to formally adopt it, through an on-line vote, and to vote on its presentation to Program Planning as a draft plan.

4. New Courses

[CMPE 195A](#), and [CMPE 195B](#) were approved (6-0-0) as the capstone computer engineering GE integration courses (in conjunction with ENGR 195A/B) [Comments on 195A](#), and [comments on 195B](#) will be sent to the college with comments from the other courses.

[BIOL 150](#), is not new GE course proposal and should not have come to BOGS;

nevertheless, the Board had some [comments](#) which it will pass on to the course coordinator.

[BOT 160](#) is not a new GE course proposal and should not have come to BOGS; nevertheless, the Board had some [comments](#) which it will pass on to the course coordinator.

[CA 095](#) was discussed. The two main areas of concern were; the clarity of the course grading policy, in particular a clearer description of how students' grades will be calculated, and more information on the assignments and how they will be assessed is needed before the course can be approved. The chair will communicate the Boards comments to the proposer, request a revision to the syllabus and invite the proposer to the next meeting.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

November 30th, 2017, 3pm-5pm

Minutes

Present: Martina Bremer (COS), Cara Maffini (LCOE), Wendy Ng (EXO), David Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS), Revathi Krishnaswamy (HA).

1. [Minutes from November 16th meeting](#) were **approved (6-0-0)**

2. Matters arising

None

3. Curriculum review outside of the program planning process

As Curriculog is currently configured, all GE courses which come through GUP, including, for example, minor course changes such as a name change, are routed through BOGS. The committee discussed whether this afforded an opportunity to provide guidance to course coordinators about potential issues that might arise when the course comes through the continuing certification process. Wendy Ng will reach out to the Associate Deans for their input as to whether their colleges' faculty members would want BOGS to do this.

4. Addendum to the self study

In email consultations with BOGS members prior to the present meeting, members voted 5-0-2 to endorse the white paper, now renamed the "Addendum to the Self Study" and to forward it as part of the self study to the Program Planning Committee.

5. New Courses

NURS 110ITL: the Board felt there were a number of areas in which the course might be altered to improve its fit within GE Area V. Area V courses deal with culture and human expression, and it was not clear how the subject matter connected with this theme. Revathi Krishnaswamy offered to reach out to the proposer with suggestions as to how to make this connection. Additionally, the Board noted that the syllabus didn't afford students an opportunity to make explicit comparisons between two different foreign

cultures and between these cultures and US culture. Finally, the Board wanted to see how the required practice and feedback was to be operationalized in the course assignments. The Board voted (7-0-0) to invite a revision and resubmission. [Link to Detailed Comments.](#)

[PHYS 35](#): The Board was concerned that the syllabus it received might not have been the final version since there were numerous places in which it appeared to be a work in progress. The Board, therefore, offered some suggestions based on the version it received knowing that this may not be the final version. First, the Board would like to see explicit links between the GE learning outcomes and the assignments in which they are to be assessed, preferably with no more than one GE learning outcome per assignment. Second, the Board didn't see any assignment that addressed GE learning outcome 2 "demonstrate ways in which science influences and is influenced by complex societies, including political and moral issues". Finally, the Board would like to see that the writing assignments total the required 1,500 words for GE Area B courses.

The meeting was adjourned at 3:20pm.

[PSYC 1](#): Currently certified in area D1. This will be moved forward

[CA 095](#) was discussed. The two main areas of concern were the clarity of the course grading policy, in particular a clearer description of how students' grades will be calculated, and more information on the assignments and how they will be assessed. These two areas of concern need to be addressed before the course can be approved. The chair will communicate the Board's comments to the proposer, request a revision to the syllabus and invite the proposer to the next meeting.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

December 12th, 2017, 10:30-11:30

Minutes

Present: Martina Bremer (COS), Cara Maffini (LCOE), Wendy Ng (EXO), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS), Revathi Krishnaswamy (HA)

Apologies: Dave Parent(COE).

1. [Minutes from November 30th meeting](#) were **approved (6-0-0)**
2. [New course proposals](#)

[MATH 1](#) was **approved** for GE Area B4 **(6-0-0)**. The Board discussed the issue of whether this course was really college level math but concluded that this was not directly relevant to the GE learning goals for area B4 which deal with quantitative reasoning rather than specific levels of mathematical technical skills. The writing requirement was felt to have been underestimated but this was not seen as an overriding concern.

[MATH 10A](#) was **approved** for GE Area B4 **(6-0-0)**.

[EDSE 102](#). The Board had a number of issues and decided to request a revision and resubmission. The principal concern was that several of the GE learning outcomes for Area S were not addressed in the current syllabus. The [reviewers' comments](#) will also be sent to the course coordinator.

[EDSE 124](#). The Board had a number of issues and decided to request a revision and resubmission. It was unclear where the GE relevant content was to be taught. The GE linked assignment appeared to be stand-alone unconnected with the rest of the course. The [reviewers' comments](#) will also be sent to the course coordinator.

[RELS 70](#). The Board had a number of issues and decided to request a revision and resubmission. The GE learning outcomes were paraphrased; they should be reproduced in the syllabus exactly as printed in the GE Guidelines. The Board's main concern was that the course didn't appear to address GELO #1, to "recognize how significant works illuminate enduring human concerns". The [reviewers' comments](#) will also be sent to the course coordinator.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

February 8th, 2018, 2:00-4:00pm

Minutes

Present: Martina Bremer (COS), Wendy Ng (EXO), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS), Revathi Krishnaswamy (HA), Dave Parent (COE).

Apologies: Cara Maffini (LCOE)

1. [Minutes from December 12th meeting](#) were **approved (6-0-0)**
2. Continuing Certification
The METR program's GE courses were discussed. The general consensus was that the package did a good job of presenting assessment data across all the courses. It was noted that the first part of the report - the program overview - has as its intended audience the Program Planning Committee rather than BOGS hence the inclusion of information that appeared of little relevance to BOGS's remit. The Board saw some advantages to the dedicated "assessment week" allowing coordination of assignments across sections but noted that this potentially created a disconnect between the dedicated GE assessment assignments and the rest of the course material. The Board recommended approval for continuing certification of all the METR courses. The Board's specific comments will be passed on to the department. All METR courses were approved for continuing certification.
3. AAC&U conference on GE assessment
Wendy Ng presented details of the AAC&U conference on GE assessment in June 2018. The proposal will be sent to AAC&U on February 9th.
4. Report to C&R
BOGS reviewed the proposed report to C&R on its activities. Some suggestions were made and the report approved on that basis.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

February 22nd, 2018, 2:00-4:00pm

Minutes

Present: Martina Bremer (COS), Wendy Ng (EXO), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS), Revathi Krishnaswamy (HA), Dave Parent (COE).

Apologies: Cara Maffini (LCOE)

1. [Minutes from February 8th meeting](#) were **approved (6-0-0)**
2. New Courses
Jennifer Rycenga and Shannon Rose Riley came to discuss CA 095 and RELS 070. Both courses were approved for continuing certification (6-0-0).
3. Continuing Certification
BOGS Chair is working with Physics to prepare the GE portion of their program plan for review. Business is also considering the preparation of a submission.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

March 8th, 2018, 2:00-4:00pm

Minutes

Present: Martina Bremer (COS), Wendy Ng (EXO), Peggy Plato (CASA), Simon Rodan (COB), Revathi Krishnaswamy (HA), Dave Parent (COE), Cara Maffini (LCOE).

Apologies: Anne Marie Todd (COSS)

1. [Minutes from February 22nd meeting](#) were **approved (6-o-o)**

2. GE Website

The Board members had reviewed a number of university websites, many in the CSU, to better understand how GE is presented to students (and faculty) at other institutions. Discussion of suggestions for revision followed. These included: a separate subdomain for GE; GE landing page / information being nearer the university website front page; information for students being separated from information for faculty; under faculty, resource pages for assessment, course coordinators, sample syllabi; under students, information on why GE, pathways, GE areas, links to course catalog and to the enrollment management system; using short video to promote GE.

The Board reiterated the importance of offering enough courses in each pathway so that students need not base their course choices on scheduling constraints.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

March 22nd, 2018, 2:00-4:00pm

Minutes

Present: Martina Bremer (COS), Revathi Krishnaswamy (HA), Cara Maffini (LCOE), Wendy Ng (EXO), Dave Parent (COE), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS).

1. [Minutes from March 8th meeting](#) were **approved (7-0-0)**

2. New course proposals

EDSE 102 - Area S

The Board did not feel that this course was yet ready to be approved as a new GE course. Additional [feedback for EDSE 102](#) will be sent to the course proposer.

EDSE 124 - Area V

The Board did not feel that this course was yet ready to be approved as a new GE course. Additional [feedback for EDSE 124](#) will be sent to the course proposer.

COMM 20S - Area A1

The Board did not feel that this course was yet ready to be approved as a new GE course. Additional [feedback for COMM 20S](#) will be sent to the course proposer. The College of Engineering BOGS rep will communicate with the COE to ensure that the course has been appropriately reviewed within that college.

3. Website

A suggestion for a caption for the new GE website “Enrich your life , enhance your career”

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

April 5th, 2018, 2:00-4:00pm

Minutes

Present: Revathi Krishnaswamy (HA), Cara Maffini (LCOE), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS).

Apologies: Martina Bremer (COS), Wendy Ng, Dave Parent (COE)

1. [Minutes from March 22nd meeting](#) were **approved (5-0-0)**

2. Matters Arising

Feedback for EDSE 102, EDSE 124, and COMM 20S was discussed.

Dave Parent, the CoE representative on the Board will be asked to relay to the CoE the Board's request that the COMM 20S course be reviewed through that College's regular curricular review process for new courses.

Suggestions for the website. A page with a guide for new GE course submissions:

- Read the GE guidelines.
- What BOGS is looking for
- Highlight the goals of each area (eg. The Title 5? statement)
- Not the assessment "obligations"

3. New course proposals

EDAD 160 - R&R

The assignments were not well aligned to the GELOs. The interviews and the auto-ethnography seemed a poor fit. The Board would like to see assignment instructions to better understand how the assignments will be presented to students.

CHAD 132 - R&R

The Board wanted more complete assignment descriptions - it will invite the course proposer Moreen Smith to a Board meeting.

CHAD 131 - R&R

One concern is the focus on the micro(psychological) rather than the macro (sociological).

3. Program Plan

Members will help complete the spreadsheet of course coordinators.

SR will let BOGS members know the date of the action plan meeting.

SJSU SAN JOSÉ STATE UNIVERSITY

Board of General Studies

April 19th, 2018, 2:00-4:00pm

Minutes

Present: Revathi Krishnaswamy (HA), Cara Maffini (LCOE), Peggy Plato (CASA), Simon Rodan (COB), Anne Marie Todd (COSS), Martina Bremer (COS), Wendy Ng (GUP), Dave Parent (COE)

1. [Minutes from April 5th meeting](#) were **approved (7-0-0)**

2. Matters Arising

Feedback was finalised for R&R requests for EDAD 160, CHAD 131 and CHAD 132.

The Board discussed COMM 20S and concluded that the GE program already had an adequate COMM20 offering and did not need to confuse students with an alternative seemingly equivalent course. It would be happy to consider a similar course, without the “additional” workload that had been cited as the differentiating factor in this proposal, under a new course number.

3. Guest

Lisa Simpson attended - EDSE 124 was discussed.

4. New course proposals

TA 55 was discussed and an R&R is to be requested.

[Link to the Board's reviews for TA 55.](#)

LING 25 was discussed and an R&R is to be requested.

[Link to the Board's reviews for LING 25](#)

PORT 1A/B was discussed and an R&R is to be requested.

[Link to the Board's reviews for PORT 1A.](#)

[Link to the Board's reviews for PORT 1B.](#)

