

GEAR Meeting Agenda

General Education & All University Requirements

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/86856733379>

GEAR Members:

Ramesh Adhikari (CPS Representative), Carmen Bustos-Works (Interim AVP), Cutcha Risling-Baldy (CAHSS Representative), Marisol Ruiz-Gonzalez (Member At-Large), Lisa Tremain (Chair), Mark Wicklund (Academic Assessment Coordinator)

Current Vacancies for GEAR: CNRS faculty representative; student representative

Agenda, August 31, 2021

Time	Agenda Item	Lead
9:00 - 9:20	1. Introductions a. Why GEAR? What's important to you?	All
9:20	Open Discussion: Agenda setting and GEAR Priorities for AY 21-22 1. GEAR Comm. membership 2. GEAR Proposal Form a. How to streamline? b. How to present? What support do folks need to recertify? 3. Area F (Re)Certification 4. Review GEAR recertification plan 5. Syllabus template : Thinking about GEAR PLOs (via M. Wicklund) 6. Equitable pathways in GE 7. Sustainability ILO discussion 8. Other items?	Lisa
Full ICC: Tuesday September 7th, 9:00am - 11:00am Next GEAR mtg: Tuesday, September 14		

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Current Vacancies for GEAR: CNRS faculty representative; student representative

Agenda, September 14, 2021

Agenda Items

1. Welcome and agenda review
2. Final review: [GEAR Proposal Form](#)
 - a. Plan for presentation/ dissemination
3. [Syllabus template](#): GEAR PLOs (via M. Wicklund)
4. Review GEAR webpage
 - a. What updates are necessary?
 - b. Support for and appropriate reference to ESC page
5. Sustainability ILO discussion

Full ICC: Tuesday September 21, 9:00am - 11:00am

Next GEAR mtg: Tuesday, September 28

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Vacancies for GEAR: CNRS faculty representative; student representative

Agenda, September 28, 2021

Agenda Items

1. Welcome and agenda review
2. GEAR courses in Curriculog - assign shepherds (will update Monday 9/27; then we will discuss)
3. Final updates on GEAR Proposal Form:
 - a. Curriculog example: [ZOO 110 21-1406](#)
 - b. DCG check in: see form
 - c. Area F conditional step
 - d. Plan for presentation/ dissemination
 - i. CoC, Deans, working sessions?
4. [Syllabus template](#): GEAR PLOs (Mark)
5. [GEAR Website changes](#) (Mark)

LT to APPC at 10:30

Full ICC: Tuesday October 5, 9:00am - 11:00am

Next GEAR mtg: Tuesday, October 12

GEAR Proposals

- [ANTH 308](#) - new course for the Sustainable Food Systems Minor. UD GE Area B. Needs to be included in some major or it won't be allowed to be created.-Cutcha
 - [ART 108](#) - already a GE, descr change. They don't need the GE form, do they?
 - [ART 305](#) - new course. US GE Area C. -Cutcha
 - [ES 105](#) - existing course, adding GE F designation -Lisa
 - [ES 106](#) - existing course, adding GE F designation - Lisa
 - [ES 107](#) - existing course, adding GE F designation -Mark
 - [ES 245](#) - existing course, adding GE F designation (will need a new course number) -Ramesh
 - [ES 302](#) - existing course, adding GE F designation -Lisa
 - [ES 305](#) - existing course, adding GE F designation - Lisa
 - [ES 308](#) - existing course, adding GE F designation - Mark
 - [ES 325](#) - existing course, adding GE F designation (will need a new course number)-Ramesh
 - [ES 326](#) - existing course, adding GE F designation(will need a new course number) - Lisa
-
- [HIST 200](#) - formerly HIST 311. seeking to add LD GE Area D. - Mark
 - [HIST 201](#) - formerly HIST 312. seeking to add LD GE Area D. - Mark
 - [JMC 105](#) - already a GE, descr change. They don't need the GE form, do they?
 - [JMC 302](#) - already a GE, descr change. They don't need the GE form, do they?
 - [JMC 306](#) - already a GE, title and descr change. They don't need the GE form, do they?
 - [JMC 309](#) - already a GE, descr change. They don't need the GE form, do they?
 - [LSEE 101](#) - already a GE, pre-req update. They don't need the GE form, do they?
 - [MATH 107](#) -- new course. Area B4
 - [PSCI 303](#) - already a GE, title and descr update. They don't need the GE form, do they?
 - [PSCI 305](#) - reinstatement and renaming of an existing GE course. - Lisa
 - [SCI 100G](#) - new course - Ramesh
 - [SPAN 340](#) - existing course, adding UD GE C designation. You already emailed the GE form to Matthew Dean
 - [TA 307](#) - already a GE, title and descr change. They don't need the GE form, do they?

- [WS 107](#) - already a GE, title and descr change. They don't need the GE form, do they?

CANN - Cutcha

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Member At-Large substitute for Fall 2021: Bori Mazzag

Vacancies for GEAR: CNRS faculty representative; student representative

October 12, 2021

Agenda Items

1. Welcome (back), Bori! Agenda review
2. [GEAR Website changes](#) (Mark)
3. [GEAR shared drive](#) tour and [GEAR Tracking Sheet](#):
 - a. Feedback on organization; process
 - b. Add to your bookmarks?
4. GEAR forms/ shepherding process - Curriculog
 - a. Process clarification on new course proposals vs. existing
5. (If time) - Collective review of [CANN 202](#)
6. **10:00am time certain:** Discussion on sustainability requirement with Sustainability Fellow Jen Ortega

Full ICC: Tuesday October 19, 9:00am - 11:00am

Next GEAR mtg: Tuesday, October 26

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Member At-Large substitute for Fall 2021: Bori Mazzag

Vacancies for GEAR: student representative

October 26, 2021

Resources:

- [GEAR Tracking Sheet](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Shared Drive](#)

Agenda Items

1. Welcome, Brad! Agenda review
2. Information items:
 - a. [GEAR Website changes](#) -- final (Mark)
3. GEAR Tracker check in
4. Courses to review:
 - a. Collective review of [CANN 202](#) (Cutcha)
 - b. [NAS 104](#) (Mark)
 - c. [NAS 200](#); [320](#) (Lisa) - Q re: course learning outcomes
 - d. [SCI 100](#) (Ramesh)
- e. Historical process (CDC/ICC) for DCG approval: [DCG Matrix](#)
5. **Time certain 9:30 - 10:00:** Sustainability requirement cont. w/ Jen Ortega
 - a. ["Area S"](#) document for discussion (Note: Area S is just a placeholder for exploring the development of processes and competencies)
6. Return to courses to review until 10:30

- a. 10:30 - HIST [200](#) & [201](#)/[NAS 325](#): DCG Discussion:
 - i. Historical process (CDC/ICC) for DCG approval: [DCG Matrix](#)
 - ii. [Senate Resolution](#) (2000)
 - iii. Protocol for DCG Certification brainstorm
 - 1. Connect to sustainability?

Full ICC: Tuesday November 2, 9:00am - 11:00am

Next GEAR mtg: Tuesday, November 9

Minutes

Review of GEAR proposals (cert/recert)

- a. CANN 202 - Area E; discussion about Area E requirements and differences across understandings of what's expected of Area E; possible omission in form of [this information](#);
- b. Revise GEAR form: #4 separate question 4a: List the course learning outcomes; 4b: identify specific examples of course activities to describe how the course addresses the skills associated with the GEAR subject area. (If this includes multiple subject areas (e.g. Area F and DCG), please describe how the course will address skills for *each* subject area.)

Need to meet with CDC about Area E and DCG - request for CDC to review GEAR proposal form through past GE approval processes in CDC.

Summary prompt in Curriculog: GEAR uses this field to list any pending issues while the proposal is under review and to summarize the proposal for the Senate after committee approval.

Sustainability requirement cont. w/ Jen Ortega

- a. ["Area S"](#) document for discussion (Note: Area S is just a placeholder for exploring the development of processes and competencies)

- b. Notes: Where do courses in GEAR track to sustainability leaf?
- i. If there are areas that overlap naturally in GEAR with sustainability, are there opportunities there to support curriculum alignment and development?
 - ii. CRB - notes that from the NAS perspective sustainability leaf courses run across areas of GE. Sustainability office completed audit to identify leaf designation.
 - iii. 2020 - Office of sustainability sent list to department chairs to true up alignment
 - iv. Are we asking programs to recertify sustainability courses?
 - v. Could departments meet sustainability requirement via the full program rather than through courses? - Could we get the PBLCs that include NAS be designated as sustainability-focused? (NAS 200, not 104- thus far, but course has been revised to focus on sustainability and environmental justice)
 - vi. Possibility that first years could enter learning communities and all LCs must include sustainability curricula; does not account for transfer students. This might not support how ILO2 needs to be assessed via WASC
 - vii. Jen advocates for passive system for meeting sustainability; if there enough GEAR courses that assess PLO 12-14 we can show that.

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Member At-Large substitute for Fall 2021: Bori Mazzag

Vacancies for GEAR: student representative

November 9, 2021

Resources:

- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Tracking Sheet](#)
- [GEAR Shared Drive](#)

Agenda Items

1. Review timeline for AY 22-23 Catalog
 - a. Last chance review/approval:
 - GEAR - Nov. 30
 - ICC - Dec. 7
 - Senate - Dec. 14
2. GEAR Course Proposals/ Review and discuss:
 - 30(?) minutes independent work time.
 - 90 minute discussion

Approved by GEAR and moving forward to ICC

- All NAS proposals (Area F) - 5 courses (see [spreadsheet](#))
- [SCI 100](#) (Area E) (Shepherd: Ramesh)

- [CANN 202](#) (Area E) (Shepherd: Mark)

In Process:

- [HIST 200](#) & [201](#) (Area D only - see below) (Shepherd: Mark)
- [PSYC 109](#) (final guidance required by AVP Bustos-Works) (Shepherd: Lisa/Bori)

Courses under review by GEAR - **must be discussed today**

Note: Courses in this section have forms that have been recently submitted. These courses will be on the agenda at our Nov. 9 meeting. Any feedback/suggestions must be addressed by proposers by Friday, Nov. 12 to move through approvals at ICC on Tuesday, Nov. 16 (and then Senate in advance of the catalog deadline).

- [ANTH 308](#) (Shepherd: Cutcha/Lisa) -- moving forward
- [PSCI 305](#) (Shepherd: Lisa/Brad) -- needs minor edits (see comments) DONE
- [ART 305](#) (Shepherd: Ramesh/Lisa) -- needs minor edits (see comments)

Courses that have no GEAR form completed as of this email

Lisa has sent Proposers below a nudge to complete the form by Friday if possible.

- All ES proposals (Area F) - 9 courses (see table below)
- [MATH 107](#) (Proposer: Christopher Dugaw; Shepherd: Lisa/Bori)
- [SPAN 340](#) (Proposer: Matthew Dean - **not yet launched**)

Other notes:

- HIST 200/201 - DCG - Approved for Area D, but *not* for DCG approved until GEAR proposal for DCG certification is complete; requires time for review and feedback.
 - PSYC 109 (Area B) - This course is close to approval, but we have some suggestions for adding a prerequisite (hyphen or no?) in parity with STATs 109 and the proposal (forthcoming) for Math 107. Need to discuss with AVP Carmen and Lucy. (Meeting 11/9).
3. (If time) Discussion (items below are related):
- a. Assessment tool discussion as part of GEAR review
 - b. DCG/ GEAR Form revision

Full ICC: Tuesday November 16, 9:00am - 11:00am

Next GEAR mtg: Tuesday, November 30

ES - 105 - 21 - 1363	See g-folder	Lisa/Bori
ES - 106 - 21-1323		Lisa/Brad
ES - 107 - 21-1316		Lisa/ Cutcha
ES - 245 - 21-1418		Lisa/Ramesh
ES - 302 - 21-1315		Lisa/Bori
ES- 305 - 21-1304		Lisa/Brad
ES-308 - 21-1317		Lisa/Cutcha
ES - 325 - 21-1319		Ramesh/Lisa
ES - 326 - 21-1320		Lisa/Mark

105, 107, 302, 308

106, 245, 305, 325, 326

- [HIST 200](#) & [201](#) (Area D only - see below) (Shepherd: Mark)
- [PSYC 109](#) (final guidance required by AVP Bustos-Works) (Shepherd: Lisa/Bori)

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Member At-Large substitute for Fall 2021: Bori Mazzag

Vacancies for GEAR: student representative

November 30, 2021

Resources:

- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Tracking Sheet](#)
- [GEAR Shared Drive](#)

Agenda Items

1. Quick updates/ Timeline for AY 22-23 Catalog

- GEAR - Nov. 30
- ICC - Dec. 7
- Senate - Dec. 14

Approved by GEAR and moving forward to ICC or CDC

- All NAS proposals (Area F) - 5 courses (see [spreadsheet](#)) - ICC
- [SCI 100](#) (Area E) - CDC
- [CANN 202](#) (Area E) - CDC
- All ES proposals (Area F) - 9 courses (see [spreadsheet](#)) - ICC
- [MATH 107](#) - CDC
- [ANTH 308](#) - CDC
- [PSCI 305](#) - CDC
- [HIST 200](#) & [201](#) (Area D only) - CDC
- [PSYC 109](#) - CDC

2. New Proposals for GEAR review/ Principles of GEAR discussion

- [JMC - 302 - 21-1371](#). **Mass Media & Popular Arts**. Course description update to improve course currency:

Current: Popular arts presented through mass media. Analyze personal responses; cultivate understanding of how mass media process works of popular art; develop powers of discrimination.

Proposed: Examine the relationship between media and shifting social, cultural and technological trends that shape pop culture in music, film, fashion, celebrity, language and more.

- [TA - 307 - 21-1355](#). Course title and description update to improve course currency and avoid confusion amongst students.

Current: Theatre of the Oppressed. Survey/ apply this collection of techniques, exercises, and games. Explore theatre as a tool of social and political activism.

Proposed: Theatre of the Oppressed: An Introduction to Augusto Boal's Methods. Explore Augusto Boal's theories, techniques, exercises and games, as tools for social and political activism, in this performance-based class.

3. Other Discussion: GEAR Policy and Process Items

- a. GEAR Policy and Principles
- b. Do GEAR recerts go to Senate?
- c. Assessment tool discussion as part of GEAR review
- d. DCG/ GEAR Form revision: **Online review of revised GEAR form (DCG) by December 17 (all members)**

- **Full ICC: Tuesday December 7, 9:00am - 11:00am**
- **No GEAR Meeting 12/14: Online collab review of/comments on revised GEAR form (DCG) by December 17 (all members)**

Re: JMC 302 and TA 307 - from Jenni and CDC:

I suspect these are probably fine GEAR courses in the end, but the descriptions were changing enough, and in ways that potentially veer away from GE, further review seemed warranted. Part of the issue is that we have no syllabus or GEAR matrix so all we have to go off of is the change to the course description which raises some questions:

1. JMC 302 - they are removing key GE phrasing about analyzing personal responses, cultivating an understanding of the art, etc. which are hallmarks of C2 in my view. Now they will "examine the relationship between media and shifting social, cultural, technological trends..." - will they achieve GEAR learning outcomes by "examining" (vs. the previous 'cultivating' 'analyzing' and developing 'powers of discrimination' - which all seem very in line with GE area C)?

2. TA 307 - two issues:

a. the description appears to be narrowed to one particular framework (Augusto Boal theories)? If this were a literature course, that would generally be considered too narrow for GE (at least systemwide CSU GE review). Are the learning outcomes broad enough that students will gain an understanding of the arts/humanities useful to any educated citizen and transferable to many walks of life (in addition to those of theatre professionals)?

b. Performance/studio/activity are generally excluded from GE, unless the course contributes to a broader contextual understanding of the arts & humanities. The description seems even more performance-heavy, is it **too** much for GE or still ok?

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Vacancies for GEAR: student representative

January 18, 2022

Resources:

- [GEAR Shared Drive](#)
- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Tracking Sheet](#)

Agenda Items

1. GEAR committee updates
2. Equitable pathways in GE/ GEAR Program Review
3. GEAR Re-/Certification Plan ([Senate Resolution](#) 4-27.21)
 - a. [Senate Resolution Appendix](#) - Re/Certification Plan
4. [GEAR Re/Certification Prompts](#)
 - a. Process:
 - Certification (new courses): External form required
 - Recertification (existing courses) – prompts in Curriculog
 1. LT/Bella will add changes form prompts as needed inside Curriculog
 - b. DCG Cert/Recert process
 - Not in Senate Appendix
 - Historical process (CDC/ICC) for DCG approval:
 1. [DCG Matrix](#)
 2. [Senate Resolution](#) (2000)
 - a. GEAR Resolution of 2021 supersedes this

■ Philosophy of DCG Re-/Certification

1. Potential consultant units - OEDI, HSI Committee, Associated Students
 2. ICC or Senate protocol
5. Next Steps for GEAR Committee – DCG
- a. Establish list of all DCG courses; email departments with certification info
 - b. Other?
6. [Syllabus template](#): GEAR PLOs (via M. Wicklund)

- **Full ICC: Tuesday, January 25, 9:00am - 11:00am**
- **Next GEAR meeting: Tuesday,**

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Vacancies for GEAR: student representative

February 1, 2022

Resources:

- [GEAR Shared Drive](#)
- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Tracking Sheet](#)

Agenda Items

1. Area D Course review: [FIRE 305](#) (LT)
 - a. [Form](#); [syllabus](#)
 - b. Expedite committee review/ recommendations or feedback to program TODAY
2. (9:30 with Carmen) New Polytechnic Programs: Mechanical Engineering & Energy Systems
 - a. See [ERE proposal for GE exception](#)
 - b. Proposed extension of waiver (Oral Comm; Area D)
 - c. GEAC committee, when considering exemption requests seeks confirmation of:
 - **Campus GE committee support for the request,**
 - The inclusion of the outcomes in coursework patterns (even if not within a single course),
 - Program participation in GE assessment for the GE element in question.
3. (10:00 with Jenni Robinson) AB 928:
 - a. Articulation Officers (CIAC) considerations [\(letter\)](#)
 - b. Side-by-side: [CSU/ IGECT chart](#)

- c. Discussion of potential impacts
 - [Survey link](#)
 - Written comments?
 - Invitations to committee: Jenni (GEAC), ASCSU (Stephanie or Ara)
- 4. DCG courses for recertification:
 - a. [Review list of courses](#) to be recertified (woah)
 - b. [Review email outreach copy](#)
 - Other? Procedure, support
 - Attachments – syllabus; assessment tool ex.?

- **Full ICC: Tuesday, February 8, 9:00am - 11:00am**
- **Next GEAR meeting: Tuesday, February 15, 9:00am - 11:00am**

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Vacancies for GEAR: student representative

February 15, 2022

Resources:

- [GEAR Shared Drive](#)
- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Tracking Sheet](#)

Agenda Items

1. Update on [ERE proposal for GE exception](#)
2. AB 928:
 - a. Review/revise Sense of the Senate resolution [draft](#)
 - b. Review/revise committee letter to ASCSU (in process)
 - Side-by-side: [CSU/ IGECT chart](#)
3. DCG courses for recertification:
 - a. [Review list of courses](#) to be recertified (See "All University Requirements" tab)
 - b. Points of consideration for all recertifications - to bring to ICC
 - Timeline
 - Programs that do not submit
 - Courses that do not meet criteria
 1. Appeal?
 - c. [Review email outreach copy](#)
 - Other? Procedure, support
 - Attachments – syllabus; assessment tool ex.?

- **Full ICC: Tuesday, February 22, 9:00am - 11:00am**
- **Next GEAR meeting: Tuesday, March 1, 9:00am - 11:00am**

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Vacancies for GEAR: student representative

March 1, 2022

Resources:

- [GEAR Shared Drive](#)
- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Recertification Schedule](#)
- [GEAR Tracking Sheet](#)

Agenda Items

1. GE courses for recertification:
 - a. [List of courses](#) (revised; still in draft)
 - See possible distribution below
 - b. Cross-listed courses
 - c. 1 unit courses
 - d. Points of consideration for all recertifications - to bring to ICC
 - Timeline
 - Programs that do not submit
 - Courses that do not meet criteria
 1. Appeal
 - e. [Review email outreach copy](#)
 - Other? Procedure, support
 - Attachments – syllabus; assessment tool ex.?

- Full ICC: Tuesday, March 15, 9:00am - 11:00am
- Next GEAR meeting: Tuesday, March 8, 9:00am - 11:00am

Area A (AY 27-28)

- 17 total

Area B (AY 26-27)

- 73 total (including DCG double count)

Area C (AY 25-26)

- LD Area C (only) = 30
- UD Area C including all DCG double count = 46
- Total = 76 (*without* LD double counts with DGG; see below)

Area D/AI (AY 24-25)

- 72 Area D (including DCG double count)
- 8 AI
- Total = 80

DCG (AY 22-23)

- Area C LD with DCG double count = 22
- All DCG D and ND (only)
 - Lower division = 16
 - Upper division = 40
- 78 total

Area E (AY 23-24) –???

- 21 total

Notes: (Cutcha)

(Mark) Present to ICC with decisions and go to ICC and say what we are going to do. For feedback/discussion. Strongly feel that we as committee notify program see courses on books and haven't replied. Keep giving warnings if they don't apply they get cut. What do we do if the committee feels the course doesn't meet outcomes and assessment reqs? We think the form helps to keep it fairly objective. Have an option to appeal for programs. Every step trying to bring them to the goal line.

- To Do:
 - a. Email with form included - heads up - review is coming
 - i. Suggested dates
 - ii. Process of review and appeal
 - b. FAQs
 - c. Spring drop ins x 2? Fall drop ins x 2?
 - d. Option for one year of grace?

Why are we doing this? What's the risk of not having a recertification policy?
What are the risks to the program or course?

Courses aren't certified for eternity. This process is in place for programmatic review of GEAR and to ensure that courses are in alignment with revised GEAR PLOs (2020) and new (2019) ILOs.

1. Workflow for notifications - initial outreach includes Deans and ADs and then final approvals (or denials) include chair, dean, AD.

(Marisol) Give faculty the benefit of the doubt?

(Ramesh): Limited faculty involved in creating courses. Don't want to make process more difficult. Training, seminar of what the recertification looks like. Here is the template and how you fill this out and what you are looking. Workshop to the department from where this recertification is coming each year.

(Mark): Dean and Carmen going to the Chair? Notifying the Chair?

Carmen: Withhold class from being included in teh schedule? 5 semesters put on a list that will be deleted?

Cutcha: need a process for how we will notify and how we will appeal – workflow for notifications see above.

On week 2 we notify

On week 6 we check in

On week 12 we notify again

1st step for appeal - come to GEAR and discuss

2nd - Come to ICC and plead the case?

3rd - Go to the senate for a final appeal if needed?

Publish the timeline on the website to notify and provide context. Write reminder emails to people.

Guiding principle statement for GEAR recertification process

FAQ for Frequently Asked Questions:

What happens if one department submits - communication

What if they want to break up?

Primary purpose of recertification - maintaining accountability to curriculum?

Brad - two birds? More than one area recertified? What about if it's an Area e or Area A course?

Should we encourage people to submit for both areas?

If course is double counting we should work with both.

Having to submit two forms.

In terms of how we break up the work for getting recertification. Seems like we aren't recertifying in the same year.

Where is the tracking for who has been recertified when?

Simplified database for chairs

Bella says that we can track it in curriculog.

And figure out how to let people know where their courses are at.

Setting review of the GEAR requirements can be set by the GEAR committee. Is every 7 years ambitious?

Highly encourage committee after doing a program review of all of the GEAR stuff. Get a broader input from the faculty.

GEAR Meeting Agenda

General Education & All University Requirements

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/86856733379>

GEAR Members:

Ramesh Adhikari (CPS Representative), Brad Ballinger (CNRS Representative), Carmen Bustos-Works (Interim AVP), Cutcha Risling-Baldy (CAHSS Representative), Marisol Ruiz-Gonzalez (Member At-Large), Lisa Tremain (Chair), Mark Wicklund (Academic Assessment Coordinator)

Vacancies for GEAR: student representative

March 22, 2022

Resources:

- [GEAR Shared Drive](#)
- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Recertification Schedule](#)
- [GEAR Tracking Sheet](#)

Agenda Items

1. First Reading: [Software Engineering GE alignment](#)
 - a. Example: [ERE proposal for GE exception](#)
 - b. Next steps - letter of support
2. GEAR Interim Chair 22-23 - next steps
3. GE courses for recertification:
 - a. [List of courses](#) (revised; still in draft)
 - See possible distribution below
 - b. Cross-listed courses
 - c. 1 unit courses
 - d. Points of consideration for all recertifications - to bring to ICC
 - Timeline
 - **Programs that do not submit**
 - Courses that do not meet criteria
 1. **Appeal**

e. [Review email outreach copy](#)

- Other? Procedure, support - see below
- Attachments – syllabus; assessment tool ex.?

- Full ICC: Tuesday, March 15, 9:00am - 11:00am
- Next GEAR meeting: Tuesday, March 8, 9:00am - 11:00am

Area A (AY 27-28)

- 17 total

Area B (AY 26-27)

- 73 total (including DCG double count)

Area C (AY 25-26)

- LD Area C (only) = 30
- UD Area C including all DCG double count = 46
- Total = 76 (*without* LD double counts with DGG; see below)

Area D/AI (AY 24-25)

- 72 Area D (including DCG double count)
- 8 AI
- Total = 80

DCG (AY 22-23)

- Area C LD with DCG double count = 22
- All DCG D and ND (only)
 - Lower division = 16
 - Upper division = 40
- 78 total

Area E (AY 23-24) –???

- 21 total

- PROCESS for GEAR Review:
 - a. Email with **form** included - heads up - review is coming. Email to include:
 - i. Suggested dates - in order to be included in 23-24 catalog...
 - ii. GEAR courses listed on website - each year being reviewed
 - iii. Process of review and appeal
 - iv. Drop ins
 - b. FAQs:
 - i. Why is this process necessary?
 - Courses aren't certified for eternity. This process is in place for programmatic review of GEAR and to ensure that courses are in alignment with revised GEAR PLOs (2020) and new (2019) ILOs.
 - ii. What's the risk of not having a recertification policy?
 - iii. What are the risks to the program or course?
 - iv. Other FAQs?
 - c. Schedule:
 - i. Email sent:
 - ii. Spring drop ins x 2?
 - iii. Fall drop ins x 2?
 - d. Workflow for notifications - initial outreach includes Deans and ADs and then final approvals (or denials) include chair, dean, AD.

GEAR Meeting Agenda

General Education & All University Requirements

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Vacancies for GEAR: student representative

April 5, 2022

Resources:

- [GEAR Shared Drive](#)
- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Recertification Schedule](#)
- [GEAR Tracking Sheet](#)

Agenda Items

1. Second Reading: [Software Engineering GE Proposal v. 3](#)
 - a. (see [Software Engineering GE alignment \(v.2\)](#))
 - b. Example: [ERE proposal for GE exception](#)
 - c. Next steps - letter of support
2. Recertification - Reimagined/ New Ideas
 - a. Aligning GEAR recert with Program Review
 - b. [List of courses](#) (revise per program?)
 - c. Points of consideration
 - Revised timeline
 - Programs that do not submit
 - Courses that do not meet criteria
 - Other? Procedure, support?
3. Writing Intensive Designation and GEAR (All University Requirement)
 - a. UD requirement that meets writing/GWAR

- **Full ICC: Tuesday, April 12, 9:00am - 11:00am**
- **Next GEAR meeting: Tuesday, April 19, 9:00am - 11:00am**

Question on #2.

As I understand it, Mark's proposal has more to do with timing than any other part of the review process. Is that right?

Subject to that assumption, here's me spitballing:

During program review, a department suggests their own schedule for GE review. They can group their courses as they like, but are (encouraged? required?) to do roughly $\frac{1}{3}$ of them each year. This information - which classes recertify when - is stored in a google sheet.

Multiple people (whole GEAR committee? ICC?) have edit permission.

All faculty have read or comment permission.

We send periodic reminders based on that spreadsheet.

GEAR Meeting Agenda

General Education & All University Requirements

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/86856733379>

GEAR Members:

Ramesh Adhikari (CPS Representative), Brad Ballinger (CNRS Representative), Carmen Bustos-Works (Interim AVP), Cutcha Risling-Baldy (CAHSS Representative), Marisol Ruiz-Gonzalez (Member At-Large), Lisa Tremain (Chair), Mark Wicklund (Academic Assessment Coordinator)

Vacancies for GEAR: student representative

April 19, 2022

Resources:

- [GEAR Shared Drive](#)
- [GEAR Re/Certification Form](#)
- [GEAR Certification/Recertification Shared Folder](#)
- [GEAR Recertification Schedule](#)
- [GEAR Tracking Sheet](#)

Agenda Items

1. Current courses for GE Certification:
 - a. [MUS 107](#) (Marisol, Brad)
 - i. New course/ Proposed area C1
 - ii. [GEAR cert form](#)
 - iii. [Syllabus](#)
 - b. [JMC 125](#) (will have diff. course number) (Cutcha, Ramesh)
 - i. Course change/ Proposed area A3
 - ii. [GEAR cert form](#)
 - iii. [Syllabus](#)
2. GEAR Recertification Process
 - a. Aligning GEAR recert with Program Review - next steps/updates.
 - b. Points of consideration
 - Revised timeline
 - Programs that do not submit

- Courses that do not meet criteria
 - Other? Procedure, support?
2. Writing Intensive Designation and GEAR (All University Requirement)
 - a. UD requirement that meets writing/GWAR
 3. Closing the AY & Planning ahead for 22-23

- **Full ICC: Tuesday, April 26, 9:00am - 11:00am**
- **(Final) GEAR meeting: Tuesday, May 3, 9:00am - 11:00am**

MUS 107 Notes

JMC 125 Notes

Mark's notes on JMC 125 assessment:

Part II of the GEAR form covers assessment via tables 2 and 3. Here are my notes and recommendations on those tables.

Table 2

(a)

JMC has filled out table 2 and also included their own table. The outcomes referenced in JMC's table are from the CO's EO on GE. These are relevant, to be sure, as, to be certified for Area A, courses need to demonstrate that the curriculum addresses this set of skills and knowledge. (Appendix A of the GEAR form paraphrases these outcomes; these paraphrases were linked in the box for prompt 4 of table 1.)

Unfortunately, it is nearly impossible to establish the kind of program-level learning assessment that our accreditor requires of us if we use the EO as our assessment structure. This is because the EO features roughly 40 outcomes. The university senate approved 14 GEAR PLOs a couple years ago in order to shrink the assessment challenge to a (hopefully) manageable number. The alignment of the JMC course curriculum to the EO Area A outcomes is terrific, but we need a simplified approach for institutional assessment.

Thus, JMC should state in table 2 that the course will assess GEAR PLO3: *Critically evaluate issues, ideas, artifacts, and evidence.* (This is requested in prompt 1 of the directions for table 2 in the GEAR form.)

(b)

The SLO in table 2 seems oriented to the signature assignment, which is terrific. Good start.

The SLO, however, should be written like an outcome. Consider this PLO/SLO matchup that was included as an example on the form.

GEAR PLO: *Develop and express ideas effectively in writing.*

SLO (In order to achieve this GEAR PLO, students will perform the following demonstration of specific measurable behaviors):

Students will write a reflective text in which they analyze and provide evidence of their abilities to address audience, context, genre, and discourse.

Notice how the above example SLO identifies the specific behaviors faculty wish to see from students. Reading it, one can infer that the rubric for the signature assignment will probably score analysis and evidence for four criteria: audience, context, genre, and discourse.

To achieve the same simplicity and clarity, JMC should revise their SLO to resemble the above example.

Given the description of the signature assignment in table 3, perhaps the SLO would read something like this:

Using digital tools to track their media consumption, students will identify assertions and analyze them for supporting evidence.

Bear in mind that that's an example written by an outsider, so it could certainly be way off the mark. But please note how the example attempts to shrink the signature assignment to specific measurable elements that can be used to assess student critical thinking. JMC is free to grade student submissions as faculty see fit. The purpose here is to identify a manageable set of criteria that can be scored for university-wide assessment. Less is more for assessment, while actual grading can be as complex and nuanced as faculty wish it to be.

Table 3

The description of the signature assignment is perfectly acceptable.

The assessment tool should score evidence of achieving the GEAR PLO. I recommend some revisions here so that the tool identifies criteria specifically aligned to the goal of measuring how well students have learned to critically evaluate issues, ideas, artifacts, and evidence (GEAR PLO3). It seems obvious that the signature assignment requires this—the only task is to identify what specifics will be scored.

Again, JMC faculty are free to **grade** student submissions however they see fit. The GEAR committee just needs to see what specific criteria aligned to the PLO will be **scored**. If the example SLO that I offered above were used, for instance, the tool would be pretty simple, focusing on identification of assertions and analysis of supporting evidence.

