

## **GEOC Key Dates and Accomplishments: October 2006 through June 2009**

### **Fall 2006**

- **10/05/2006:** Academic Senate passes resolution 2006 – 07 establishing the creation of a General Education Outcomes Committee (GEOC) on campus.

### **Spring 2007**

- **3/20/2007:** First meeting of GEOC under leadership of Coordinator Jemma Blake – Judd.
- **5/18/2007 – 5/23/2007:** Five members of GEOC attend a conference in Rhode Island on General Education given by the Association of American Colleges and Universities. The attendees were Jemma Blake-Judd, SLO Coordinator & English faculty member; Virginia Burley, Dean, Instruction; Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness; Priyadarshini Chaplot, Educational Research Assessment Analyst; Joseph Terreri, Mathematics faculty member (soon to be GEO Coordinator).
- **5/31/2007:** Academic Senate endorses changes proposed by GEOC to the Mt. SAC General Education Philosophy for publication in 2007 – 2008 College Catalog.

### **Fall 2007**

- **9/06/2007:** Academic Senate endorses GEOC Purpose and Function Statement.
- **9/18/2007:** First meeting of GEOC under leadership of new General Education Outcomes (GEO) Coordinator Joe Terreri and co-chair Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness. The Committee agreed that a main first task will be to formally establish General Education Outcomes (GEOs) at Mt. SAC using significant faculty input. Future meetings will convene on the first and third Tuesdays of the month.
- **10/26/2007:** The Top Six Goals for GEOC for 2008/2009 were agreed upon by the Committee. These were: 1. Revise Assessment Plan approved in Spring 2008. 2. By the end of fall 2008, two of six interdisciplinary Workgroups defined in Assessment Plan will attend a Workshop to help implement that plan. 3. By the middle of spring 2009, the four remaining Workgroups will have

attended the Workshop. 4. By the end of spring 2009, all courses within six interdisciplinary Workgroups, and two single courses, Speech 1A and English 1A, will have determined and assessed a General Education Outcome. 5. All relevant details of committee activity will be communicated to members of the campus community, including faculty and students. 6. GEOC and SLOC will collaborate on details of the merger of these two committees, with this merger completed by the end of spring 2009.

- **11/05/2007:** First campus communication sent out to all Mt. SAC employees in both electronic and paper form. This message introduced the GEOs initiative and outlined the role of the Campus Community in the task of establishing GEOs at Mt. SAC.
- **11/19/2007:** A survey sent out to all Mt. SAC employees in both electronic and paper form. The purpose of the survey was to get input from the campus community to help establish GEOs for Mt. SAC.

#### **Spring 2008**

- **2/14/2008:** A letter to the campus community from President John Nixon emphasizes the importance of the GEOs initiative for our next comprehensive accreditation review in 2010.
- **2/22/2008:** Flex Day presentation on GEOs solicits further input from attendees to help establish GEOs for Mt. SAC.
- **3/18/2008:** GEOC agrees on proposed GEOs for Mt. SAC for presentation to the campus community for further input prior to formal submission to the Academic Senate for approval. This proposal was generated using responses from faculty and staff to the campus-wide survey and input generated at the Flex Day presentation. The open-ended input was extensively reviewed and coded by multiple raters to arrive at a consensus list that reflected the breadth of input received to date.
- **3/25/2008:** Proposed GEOs presented as an information item at Curriculum and Instruction Committee meeting.
- **3/28/2008:** GEOs Coordinator and the two research members of the committee attend a day long conference attended by Student Learning Outcomes (SLOs)

Coordinators from across the State regarding issues they are facing. Mt. SAC SLO Coordinator, Darrow Soares, hosts this event.

- **4/03/2008:** GEO Coordinator proposed GEOs as an information item to the Academic Senate.
- **4/04/2008:** Proposed GEOs presented to the campus community in both electronic and paper form. GEOs website launched in conjunction with this communication. The website included an electronic discussion forum on the proposed GEOs.
- **4/07/2008:** Communication sent to all Career Technical Education Department Chairs and the Director of Career and Transfer Services regarding the proposed GEOs for Mt. SAC. Individuals contacted were asked to forward materials related to this issue to our local businesses and community stakeholders to give them an opportunity to comment on the proposed GEOs as they deemed appropriate.
- **4/08/2008:** The GEO Coordinator gave a presentation about the proposed GEOs to the Associated Students Senate to solicit their input.
- **4/18/2008, 4/22/2008:** Professional and Organizational Development (POD) sessions conducted soliciting further input on proposed GEOs.
- **5/01/2008:** First Reading of proposed GEOs for Mt. SAC made to Academic Senate.
- **5/07/2008:** Communication sent to all Mt. SAC Department Chairs regarding a coming POD session on an Assessment Plan for GEOs at Mt. SAC and the importance of faculty input into this Plan.
- **5/15/2008:** Academic Senate approves “Areas of GEOs” for Mt. SAC.
- **5/15/2008:** POD session on an Assessment Plan for GEOs was conducted. The message from the faculty in attendance was clear. GEOs assessment should focus on what we believe we are doing now, and the process for doing so should not represent an extreme additional burden on faculty already charged with course level SLOs assessment.

- **5/23/2008:** A survey sent out to all Mt. SAC employees in both electronic and paper form. A purpose of the survey was to determine the degree of understanding on campus about the GEOs initiative.
- **6/03/2008:** GEOC approves the use of the terms “GEO Zones” to replace “Areas of GEOs.” The Committee agreed on an Assessment Plan that will use the results of course level SLOs assessment in general education courses.

### **Fall 2008**

- **9/02/08:** Results from a survey conducted in spring 2008 that solicited input on faculty understanding of the GEOs Initiative were analyzed. One result was contact information for seventeen members of the campus community who wanted further information and involvement with GEOs. GEOC members followed up on contacting this group on an individual basis.
- **9/02/08:** A “Narrative of Events” was approved by GEOC and published on the GEOs website. This included all committee activity and accomplishments from the senate resolution approving the creation of a GEOC on 10/05/06 through 6/03/08. Committee consensus was that this information, with subsequent additions as time passes, will not only provide transparency on what GEOC is doing, but can function as a document of committee activity for Accreditation purposes as well.
- **9/11/08, 9/16/08, and 9/18/08:** A POD session was conducted on these dates that focused on implementing a GEOs Assessment Plan based only on the existing SLOs assessment model and the GEO Zones adopted by the Academic Senate in Spring 2008. Only one faculty member attended these sessions, indicating to the GEOC that we need a better method than POD sessions to get faculty involvement with the GEOs initiative.
- **9/12/08:** At a special Learning Outcomes meeting composed of GEOC members, consensus was reached that an Assessment Plan for GEOs should include more interdisciplinary communication and cooperation, something not addressed in the existing SLOs assessment model. It was also agreed that a better method of getting faculty involvement with GEOs would be to conduct Workshops similar to those that were held to define different degrees for Mt. SAC. Intensive work

was done on formulating such a plan for presentation to GEOC. The goal was set of approving, devising, and implementing such a plan before the end of the fall semester.

- **10/10/08:** An email was sent to GEOC presenting a revised Assessment Plan, incorporating multidisciplinary interaction, which was agreed on through the listserv. This plan involved splitting courses within Areas B – E of the Mt. SAC general education pattern into six different multidisciplinary Workgroups. Area A, composed of the two singular courses English 1A and Speech 1A with related honors sections, was split into two Workgroups featuring the English and Communications departments. A two hour Workshop was designed for the multidisciplinary Workgroups that focused on two main goals: (1) that in conjunction with the GEO Zones and the philosophy of their respective Area, they will determine a common outcome to assess; and (2) that the Workgroup comes to a shared understanding of what student attainment of that learning outcome entails. It was agreed that the Workshop should be piloted in Fall 2008 with two Workgroups, and that the remaining four Workshops be conducted in early Spring 2009.
- **10/10/08:** With a new plan in place, and direction given by the GEOC, work begins to contact all necessary faculty and managers to make sure that all courses constituting the Workgroups in the pilot Workshops had participants knowledgeable about the key learning outcomes for that course in attendance. This contact entailed one-on-one meetings with the appropriate personnel outlining what GEOs are as well as Workshop goals.
- **10/16/08 – 10/18/08:** GEOC members attended a WASC SLO Level II Training Conference. The members who attended were Priya Chaplot, Barbara Mcneice – Stallard, Liesel Reinhart, and Joan Sholars. Much important information was learned, and then shared with GEOC. Notably, this included the fact that at no other institution was work on GEOs done by a committee separate from their SLOs committee. This prompted the setting of the goal of merging SLOC and GEOC by the end of Spring 2009.

- **11/12/08:** Six committee goals for 2008/2009 were presented to GEOC by email, with no objections given. These were: 1. Revise Assessment Plan approved in Spring 2008. 2. By the end of fall 2008, two of six interdisciplinary Workgroups defined in Assessment Plan will attend a Workshop to help implement that plan. 3. By the middle of spring 2009, the four remaining Workgroups will have attended the Workshop. 4. By the end of spring 2009, all courses within six interdisciplinary Workgroups, and two single courses, Speech 1A and English 1A, will have determined and assessed a General Education Outcome. 5. All relevant details of committee activity will be communicated to members of the campus community, including faculty and students. 6. GEOC and SLOC will collaborate on details of the merger of these two committees, with this merger completed by the end of spring 2009.
- **11/18/08:** In a collaborative effort between the GEOC and the English and Communications departments, Area A GEOs for English 1A and Speech 1A are determined.
- **11/20/08:** Pilot Workshops were conducted for two of the six multidisciplinary Workgroups, Area D, History and Political Science, and Area E.
- **11/26/08:** Jemma Blake – Judd asked for information on all aspects of interdisciplinary communication that was occurring due to the GEOs Initiative for accreditation purposes. A detailed report on this topic was sent to her on this date.
- **12/02/08:** Details on the four remaining Workshops are solidified. These Workshops are scheduled to take place on 3/06/09. Locations have been secured as well.
- **12/10/08:** An email was sent to all department chairs with responsibility for courses within Workgroups where the corresponding Workshop will take place in spring. This email included the offer of individual meetings over Winter Intersession to help prepare for these Workshops.

### Spring 2009

- **Winter Intersession 2009:** Department chairs and/or division managers with courses within Areas B – D were contacted in order to explain the gist of the GEOs Assessment Plan 2009 – 2012, and to get faculty representation at the appropriate Workshop scheduled for 3/06/09. Most of the personnel involved were met with on an individual basis. All others were contacted by email or phone. Website revisions are also made to better act as a resource to support Workshop understanding and attendance. Numerous other website revisions are made throughout the semester that mirror the progress made in this phase of GEOs assessment.
- **2/04/09:** A proposal for how GEOs could be mapped throughout the general education curriculum using TracDat is shared through the committee listserv. The conclusion was that this structure is not necessary for the phase of GEOs assessment we are currently in. In this phase, GEOs have been mapped across the curriculum based on Workgroup designation.
- **2/20/09:** In cooperation with the SLOs Coordinator, a joint Flex Day presentation on SLOs and GEOs was given during two sessions. The GEOs portion focused on explaining the GEOs Assessment Plan, and getting faculty representation at the appropriate Workshop.
- **2/27/09:** An Area E follow – up Workshop was conducted. Joe Terreri acted as moderator, with Priya Chaplot giving valued assistance. This meeting focused mostly on general questions regarding GEOs assessment. After much discussion of issues, the GEO, Rubric, and Criteria for Success created in the Pilot Workshop last fall were approved. The insights gleaned from this session resulted in substantial changes to some of the Workshop content and handouts scheduled for the following week. Most significantly, Area E Workshop attendees agreed to the use of their product in Workshop handouts as a good example of the type of results that are expected from the Workshops.
- **3/03/09:** At the GEOC meeting on this day, the GEOs and SLOs coordinators were given the task of coming up with a draft of a Purpose and Function

Statement and a Membership List for a possible merged committee that will start to meet in Fall 2009. Key dates for getting a proposal of this nature through both C & I and AS this semester were also noted.

- **3/03/09:** The GEOC approved a “GEOs Reporting Form” that will be part of the handouts given at the coming GEOs Workshops. This form was deemed necessary due to the fact that ePIE currently does not have the ability to store or report GEOs assessment information.
- **3/05/09:** Academic Senate Resolution 2008 – 13 is passed that directs the GEO committee to propose a plan and timeline to help guide faculty in the creation of General Education Outcomes and to allow documentation of such a plan.
- **3/06/09:** The four remaining Workshops were conducted. Joe Terreri moderated the sessions involving Workgroups in Areas B and D, Electives. GEOC members Debbie Boroach, Priya Chaplot, Mary Johnson, and Barbara Macneice – Stallard assisted. Liesel Reinhart moderated the sessions involving Workgroups for Area C, Arts and Humanities. GEOC members Kristina Allende, Barbara Macneice – Stallard, and Jennifer Tucker helped facilitate these sessions. The main outcome was that all Workgroups met the goal of determining a GEO, a Rubric, and Criteria for Success.
- **3/11/09:** A comprehensive report on Workshop results is sent to all Workshop attendees. This report included the GEO determined, the scoring rubric for the GEO, criteria for success, and a sample of a spreadsheet that could be used in courses to facilitate assessment.
- **3/17/09:** The GEOC recommends a strategy for following up on the Workshops. Meetings need to first be set with Division Deans and/or Associate Deans to apprise them of the specifics of the GEOs Assessment Plan and to get advice on how best to proceed with implementation within their divisions. Follow up meetings with key personnel would be made based on the managers recommendations. At the same time, meetings would be set with personnel who attended the Workshops on an as needed basis.



- **3/27/09:** A comprehensive report on GEOs is given to all Division managers at the Instruction Team Meeting on this day. This report not only included the Workshop results sent to attendees on 3/11/09, but the GEOs, scoring rubrics, and criteria for success for Area A GEOs as well.
- **3/28/09:** An email is sent to Instruction Team members with supplementary materials reinforcing the report given on the prior day.
- **4/02/09:** The GEOs Coordinator met with the Dean and Associate Dean of the Business Division regarding GEOs. This is the first of many such meetings held throughout the semester.
- **4/07/09:** The GEOC concludes that the expectation that 100% of general education courses will have assessed the appropriate GEO by the end of June 2009 is unrealistic. The committee agreed that a more realistic timeline needs to be developed.
- **4/21/09:** The GEOC approves a draft of a Purpose and Function Statement and a Membership List for a merged committee, called the Outcomes Committee, that will start meeting in Fall 2009. The GEOC also approved “GEOs at Mt. SAC: Plan 2009 – 2012.” This document includes a specific timeline for when all eight of the defined GEOs Workgroups will have finished a complete GEOs assessment cycle, including an analysis of data and a use of results. All of these key documents will next be sent to C & I for review, and then to the AS for approval.
- **4/22/09:** Resolution 2009 – 02 concerning the Transparency of SLOs and GEOs is passed by AMAC.
- **5/07/09:** The Dean and Division Coordinator of the Arts Division are met with. All Division managers have been met with to this point.
- **5/13/09:** A report on the status of 2008/2009 GEOC goals is sent to the committee. Members confirm the accuracy of this report through the listserv.
- **5/14/08:** The Academic Senate approves the Purpose and Function Statement and the Membership List for The Outcomes Committee. This committee will

represent the merger of the GEOC and SLOC. It will begin meeting in Fall 2009.

- **5/15/09:** An email is sent to all department chairs with courses in the Mt. SAC general education pattern requesting information on either their timeline for assessing GEOs within their department, or an indication of when such a timeline will be available.
- **5/26/09:** In consultation with Barbara McNeice – Stallard, the GEO Coordinator revises the job description for the GEOs Coordinator position. Major revisions are made to this document, reflecting the growth in understanding of what this position entails over the past two years.
- **5/28/09:** “GEOs at Mt. SAC: Plan 2009 – 2012” is approved by the Academic Senate.
- **6/01/09:** The document “GEOs Historical Perspective 2006 to 2009” is distributed to GEOC. The content included a record of the four different GEO Assessment Plans that have been in operation over the past two years. This comprehensive document was deemed to be not only an important part of the historical record on GEOC activity, but a key source of background information to pass on to the Outcomes Committee.
- **6/02/09:** The final meeting of the GEOC was held. Members congratulated each other on a job well done. Consensus was that the group is handing off to the Outcomes Committee a thorough look at what has been done, what is currently being done, and an indication of where to go from here with GEOs assessment.
- **6/03/09:** A hard copy of the June 2009 Spotlight is distributed to personnel attending the Faculty and Managers Recognition Ceremony. This article mainly focused on the basics of the GEOs Assessment Plan, the GEOs that were produced by each Workgroup, and the faculty that participated in their creation.
- **6/04/09:** An electronic version of the June 2009 Spotlight is sent to all Mt. SAC employees.