- Question of setting up a reporting list: Sayegh suggests the PARC model. Do we want a assigned coordinator for these forms? A discussion follows with committee members
- Johnson addresses the issue of syllabi. Hartzell addresses issues of COMM 110 syllabi: for large lecture sections, and for active or activity, teaching sections instructors may have different syllabi.
- Wallis clarification about number of syllabi. Do we get all syllabi from the library? Do we need all syllabi? QW: we could employ a random sampling technique, thus limiting the number of individual syllabi we must examine

Committee members look at GEGC form and the justification for this course. Paskin states that the class does focus on oral communication skills. Long discussion of how departments will fill out the new GE form, re: alignment of SLOs and

- Course Justification could be better aligned with the GELOs.
- Course SCO was from 2007 and had been completed by a faculty member who has been gone from this campus for a decade (or so).

M/S/O – recertify COMM 132 with amendments. Next meeting is in Spring 2024 and we will review COMM 130 and COMM 110 then, during our first meeting.

30: Jody Cormack joins us. Cormack discusses assessment practices and policies. The Institutional assessment group wants to align their activities with our committee activities, regarding the WASC core competencies. IPAC is the institutional assessment group.

· Cormack emphasizes: It is highly desirable to use templates and