

## **GEO Accomplishments: September 2009 through June 2010**

### **Fall 2009**

- **9/01/09:** First meeting of the Outcomes Committee (OC). GEOs related discussion focused on to what degree GEOs matters would be integrated into the OC agenda. It was decided that a GEOs Report would be a permanent part of the agenda, and that it would be a good idea to discuss important GEOs issues as a group to get fresh advice and perspectives.
- **9/02:** Concern was expressed that GEOs matters need to be more integrated into SLOs communications. One result was that there was a makeover of the format of *The Spotlight* so as to be more inclusive of all campus outcomes assessment activities. Also, it was announced to the OC that over 60% of Area E courses had assessed the Area E GEO, and consequently a collaborative Workshop on “Use of Results” will be scheduled for spring of 2010. This will be the first of such Workshops scheduled to “close the loop” on the assessment of a GEO.
- **9/10:** I begin implementation of a strategy of giving exit interviews to faculty who had turned in their GEOs Reporting Forms. Two Area E faculty were interviewed. I also met with SLO Coordinator Joan Sholars to share relevant GEOs information with her for department meetings she had scheduled for the remainder of the month.
- **9/11:** Since the GEOC had been disbanded, it was decided that I would participate in weekly meetings with Barbara McNeice – Stallard, the Director of the Research and Institutional Effectiveness Department. The first such meeting occurred on this day. One major outcome is that I will hold weekly GEOs Coordinator Office Hours, and announce them to the campus community. Another major event for this day was that an email from June 2009 was re-sent to all managers and department chairs (including new department chairs) responsible for courses in the general education curriculum. The June email requested information about their assessment schedule for GEOs. This updated version also included an important cover letter announcing that, since the email was last sent, the Academic Senate has approved a Plan and Timeline for GEOs Assessment. The message also included an invitation to meet with me to discuss GEO matters pertinent to their departments.

- 9/14:** Document on “Benefits of GEOs Assessment” is sent to the OC for review. The main points were that the model of GEOs assessment proffered is easy to use, and that it would be a great place to start with not only completing an assessment cycle for an SLO, but for gaining an understanding of the process as well. The ease of use was a key question asked in GEOs exit interviews, with all persons interviewed agreeing on this feature. This document is used in handouts to the Instruction Team, Division Meetings, and Department Meetings. It was also published in the October edition of the Spotlight. Also, an email is sent to Rich Patterson concerning GEOs assessment in the Business Division. Rich was informed that his division was doing great, and that the only missing pieces were related to Child Development. OC member Lisa Ledeboer subsequently attended a Child Development Department Meeting, where GEOs issues were discussed. Another significant event on this date was that I decided to assess the Area B GEO in my Calculus 2 class. My initial motive was that some Area B people were still confused about that GEO. I thought an example would help. I also wanted to experience the process so in conversations my understanding would be based on experience and not abstractions. I slightly modified an exam that I gave on Thursday 9/17/09. This included a take home portion to address the relevance of the scientific concept to their lives. The total extra time I took to assess the GEO was about a half hour. This confirmed the plan design that GEOs assessment using course embedded activities is not that difficult. What I did and the assessment results have become a part of my spiel when I meet with folks about GEOs. A final notable moment on this date is that it was confirmed that the numerical analysis of GEOs progress will be based on the 2008 – 2009 Mt. SAC Catalog when the plan was conceived, and not the 2009 – 2010 catalog where some changes to the gen ed pattern have been made.
- 9/15:** I conduct an Area B GEO exit interview.
- 9/17:** I meet with Matt Judd. I wanted to give him an idea of how GEOs assessment is going in the Natural Science Division; bounce ideas off of him related to my new presentation strategies to stimulate GEOs assessment for when I prepare documents for the Instruction Team, Division Meetings, and Department Meetings; and to get additional advice on how best to proceed in my task. He responded favorably to my

ideas and had no further suggestions for changes to my implementation strategies. Agricultural Sciences (AS) Department confirms they have assessed 2 of 3 GEOs in their Department. The third course is no longer offered, although a decision was made not to deactivate it. The Reporting Forms for their GEO have not been turned in yet. This is another example of progress made but reporting of which is pending. On this date I also received my nice “new” desk top computer from Information Technology. With a really big screen, too. This will help with on campus GEOs work.

- **9/18:** I sent an email to all managers and department chairs with courses in the general education pattern informing them of my on campus availability for GEOs work for Fall 2009. These hours are: T 9:30 - 11:30 am and 2:30 - 5:30; Th 9:30 - 12:00 and 3:30 - 5:00; and F 9:30 - 12:30.
- **9/21:** A plan is proposed to Barbara through email about sending a thorough report to each division and student services on what has been done in their division thus far. A main point was to acknowledge the various personnel involved in all aspects of the process, including Workshop attendance, assessments completed, and assessments pledges. This idea became a main task during the last weeks of the semester.
- **9/22:** A complete set of handouts, totaling 4 pages, is given to Barbara for distribution at the Instruction and Student Services Team Meeting on 9/23. The audience there will be managers. These handouts will be slightly modified for distribution at Division Meetings (audience department chairs) and Department Meetings (audience faculty members). An important meeting with History Department Chair Ralph Spaulding. His cooperation is necessary to achieve the AS approved GEOs related goal of assessing Area D1 (History and Political Science) by the December 2009. The other key player in this matter is Tyler Trull. Both Ralph and Tyler participated in the Workshop that created the Area D1 GEO. Yet I did not have real info as to how this was going. The upshot is that Ralph was extremely cooperative, indicated that getting his part of the assessment done was no problem, and showed a sophisticated understanding of assessment by modifying the GEOs process to fit his other course assessment needs. He let me know that some of the Area D1 history courses would not run until the spring semester, and that he could

give me a specific idea of his assessment schedule after their 10/19 department meeting. He also informed me that Tyler was no longer chair of his department, having been replaced by Dafna Kohn. I immediately set a meeting with Dafna. I also sent a revised description of the GEOs Coordinators duties to Michelle Grimes-Hillman that was constructed last spring.

- **9/24:** I met with biology faculty member spearheading the assessment of Biology 1. He discussed his plan for this assessment. Since there is a common lab given to all sections of this class, he was able to modify one lab question to conform to the GEOs assessment rubric. He agreed that this modification was an improvement to the course. He also let me know that there are a lot of rumors out there about GEOs, and that he was glad to be able to talk to me to clarify things. He agreed that, at least for Area B, the assessment timeline seemed reasonable. I also had a conversation with two other biology faculty involved with assessing the Area B GEO. One had completed a GEOs assessment, but was unaware of the existence of the GEOs Reporting Form. The other had assessed the GEO, but not turned in the paperwork yet. Barbara and I discussed issues such as these at our 11/03 meeting. As a result, I will be sending an email to managers and department chairs with courses in the gen ed pattern that will give a firm due date for Reporting Forms for assessment done in Fall 09/Winter 10 and Spring 10/Summer 10. The incentive is that forms turned in by these due dates will be included in the updated GEOs Summary Report which will be published at the beginning of Spring 10 and Fall 10 semesters.
- **9/25:** Met with Dafna Kohn. I explained GEOs and timeline for their assessment for courses in her department. I subsequently sent her all relevant Reporting Forms and Rubrics. She let me know key personnel I could contact relative to assessing Area D1 GEO. She also invited me to attend her next department meeting, scheduled for 10/15.
- **9/29:** I met with Child Development Department Chair about GEOs. This resulted in an invitation to a department meeting. Then I conducted another Area E exit interview. We discussed Area E and Area D2 GEOs, where the faculty member indicated a problem with understanding the Area D2 GEO. Another Area D2 faculty member voiced similar concerns, so trying to “fix” this problem became another task

I set myself. Stacy Bacigalupi from Psychology agreed to collaborate with Lisa Ledebor on an article for the December 2009 issue of “The Spotlight” showing the multidisciplinary interactions involved in the Workshops creating the Area E GEO. I then met with sociology faculty to go over GEOs issues with them.

- **10/01:** I attended both the Humanities and Natural Sciences Division Meetings. I distributed handouts for these meetings, focusing on what department chairs can do to help with GEOs assessment. This was a great way to get out key info to the maximum number of people. The main appeal made was that these chairs invite either me or a GEOs rep to talk with them about how easy GEOs assessment can be, and that they direct me to department members who may be open to assessing the GEO in their courses. This is also the date that the “GEOs Assessment Summary Report” is put on our website. A nice table summarizing the summary is included on handouts, with reference to the link where the entire document can be found.
- **10/02:** An email is sent to campus community announcing the “GEOs Assessment Summary Report” with the web link where it could be found. I meet with Physics Department Chair to answer Area B GEOs questions. The example of how I assessed the GEO in my calculus course proved helpful. Also, first draft of white paper on “How to Write a GEO” is sent to OC for review.
- **10/06:** I met with Sign Language Department Chair about assessing the Area C, Humanities, GEO in their courses. The Chair indicated they may use the GEO, rubric, and criteria for success in other department courses not in the gen ed pattern. He also suggested a good contact to get GEOs assessment going for Foreign Languages. The *GEOs Historical Perspectives* document is published on the web.
- **10/08:** I met with the Arts Division Coordinator. He seems to fully understand the GEOs project. Many departments in the Arts Division have come up with an assessment schedule for SLOs and GEOs. I requested copies, but these have not been received yet. He is confident that arts courses will meet their GEOs assessment deadline by December 2010. I offered to meet with arts faculty as necessary in the spring.
- **10/09:** I speak with a math colleague about how features of the GEOs assessment model can be modified to expedite course level SLOs assessment. This includes how

a common rubric can be used for grading different course embedded problems to measure the same SLO, and how a class spread sheet can be used to help faculty grade their own student work. This is a good example of how using ideas from GEOs assessment can help with other college assessment needs. I also met with the Academic Senate President. We talked about her experiences with assessing the Area E GEO. I also shared the opinion that most of the major work in implementing GEOs assessment has been done, so that starting next spring the GEOs Coordinator should start receiving 40% Reassigned time, instead of 60%.

- **10/13:** I meet with Tyler Trull. He will assess Area D1 GEO in POLI 1. He will talk with other political science colleagues about GEOs assessment. He also mentioned that he can talk to adjunct professors teaching POLI 25 and 35 about possibly assessing the GEO. I mostly emphasize the Area D1 assessment timeline, and how a main goal is to have a collaborative “Use of Results” discussion on this GEO in the spring.
- **10/15:** I have a brief meet with Dafna Kohn before attending her Geography and Political Science Department Meeting on this date. She indicates she will be assessing the Area B GEO in her courses this semester, and had a few questions. I am pleased, since I try to encourage department chairs to possibly assess the GEO in courses they teach so that they can lead by example, and educate department members based on personal experience. I attend the Department Meeting, and things go well. I also devise a set of handouts for this meeting that will be a template for handouts distributed at future department meetings me or a GEOs rep attend.
- **10/16:** Draft of “GEOs Coordinator Corner” article sent to the Editor of *The Spotlight*. The October issue will have a nice theme of introducing the campus to the various levels of outcomes assessment: course, program, and college levels.
- **10/19:** Draft of GEOs for possible publication in the college Catalog is sent to Interim Dean of Instruction. She advised this be brought to C & I. After discussion on this document at the OC, it was proposed to C & I that only a link to these GEOs be published in the catalog. Also discovered was the fact that, although the Academic Senate approved a plan and timeline for GEOs assessment, the GEOs have not been approved. I begin to take steps to resolve this issue.

- **10/22:** I meet with English Department Chair. He affirms Area A, English, and Area C, Humanities, GEOs will be assessed. The department has developed an assessment schedule for SLOs and GEOs, which I have not seen. I was impressed by the dialogue about the thoughtful way outcomes assessment will be by the English Department. I also meet with the Sociology Department Chair to help me understand issues some are having with the Area D2 GEO. An Area D2 faculty with some questions joined us and I during our discussion. We discover that the Area D2 GEO is contained in questions asked through WebCMS that needs to be answered for a new course to apply to belong to Area D2. This shows that the GEO is appropriate. We also determined that the way these questions were answered is not retrievable data, stored no where on campus.
- **10/30:** A major problem with Area A, Communications, GEO data has been somewhat resolved. There are 4 GEOs for this Area. Three have been assessed. Only one was included in original GEOs Summary Report. It was determined that data for another GEO was overlooked, with no clear reason for how this happened. Info for the third GEO has disappeared with the resignation of a faculty member last spring. The GEOs Summary Report is re – written so as to include the “new” Area A info. This is good practice for future updates to the Summary Report as more GEOs Reporting Forms are turned in each semester. This new doc is sent to webmasters to replace old version on web. Also, Barbara and I agree on procedural changes to try to avoid problems in the future, such as a new requirement that GEOs Reporting Forms be sent to both me and the Research Office.
- **11/05:** GEOs related article written collaboratively by Stacy Bacigalupi and Lisa Ledeboer for the November issue of *The Spotlight* is sent to the Editor.
- **11/10:** Barbara meeting. We discuss reporting requirements. I also meet with the Associate Dean of Natural Sciences.
- **11/12:** “End of Semester Action Plan” is sent to Barbara for discussion and agreement. With looming holidays and end of semester activities in courses I teach, I need to have a set plan for finishing GEOs related stuff for this semester.
- **11/13:** A draft of a table showing deadlines for when GEOs assessments should be done and when GEOs Reporting Forms are due for fall 2009 through fall 2010 is

completed. This was then sent to *The Spotlight* Editor. This document has been put on web, is part of handouts for faculty and managers, is part of November “GEO Coordinator’s Corner” article, and was the subject of major campus announcement sent at the end of the semester.

- **11/16:** I begin the process of reviewing a big portion of the Mt. SAC Accreditation Self – Study which I have been assigned to review through the OC. I also send out a draft of a white paper “GEOs Mapped Across the General Education Curriculum”. This paper not only shows all GEOs for all Areas and Sub-Areas, but includes the first accurate statement of courses that comprise these Areas and Sub-Areas based on the 2007 – 2008 college Catalog.
- **11/17:** I meet with the Department Chair of Chemistry and a department member about the Area B GEO. I demonstrated the way I assessed the GEO. They indicate complete understanding. They are ready to move on a pilot assessment for CHEM 40 the very next day. This neat turn of events becomes an added part of the text of my November “GEOs Coordinator Corner” article for *The Spotlight*.
- **11/19:** I send a draft of November “GEOs Coordinator Corner” article to out for review. I meet with the Academic Senate President to resolve some issues. First, there is an anomaly that, although the AS has approved a plan and timeline for GEOs assessment, the GEOs themselves have not been approved. In response, the President agreed to bring GEOs forward to the senate for approval as soon as possible, along with support for publishing GEOs as a link in the 2010 – 2011 college Catalog. We also confirm that I can change my reassigned time from 60% to 40% in spring 2010. I have already secured a class to make this happen. Finally, we discuss the content of handouts she can give at her January 2010 report to the Board of Trustees on GEOs.
- **11/20:** I host “Dialogue on GEOs Issues” from 10 to 11:30 am in 6 – 144.
- **11/24:** Barbara meeting. I took the initiative to write up a somewhat detailed report on GEOs progress for distribution at the 11/25 Instruction and Student Services Team meeting. Barbara and I go over edits. This mini report is followed up by a request for a major report, which becomes a main part of my activities for the last two weeks of the semester. Other highlights for this date are that dates are finalized for Area E collaborative “Use of Results” discussion. This will take place on Friday, March 19



from 9 to 11 am in 6 – 144. Key meetings related to Area D1 GEO are held on this date with Area D1 faculty. The upshot is that by mid spring semester it appears that enough courses will have assessed this GEO to have a collaborative “Use of Results” discussion by the end of the spring semester. This will include some courses being assessed in winter 2010 and early spring 2010. This sort of flexibility to at least get those “Use of Results” discussions going may be a part of future GEOs efforts.

- **11/30:** A complete set of GEOs Reporting Forms, with updated procedures, is sent to Barbara.
- **12/02:** I attend last Barbara and OC meetings of the semester. An early spring 2010 meeting time is set with the GEOs Subcommittee to solicit help on just what should occur at those “Use of Results” discussions starting in early spring. The Foreign Languages Department Chair invites me to a department meeting scheduled for 3/17/10. GEOs Subcommittee member Eddie Lee agrees to attend this meeting. I also rewrite Area A information for publication on our website.
- **12/03:** Academic Senate President brings a statement of GEOs, with the recommendation that a link to these GEOs will be included in the 2010 – 2011 college Catalog, to the Senate. These items are approved as part of the consent agenda.
- **12/04:** Based on feedback from prior communication, an email giving a time and place for early spring Area E collaborative “Use of Results” discussion is sent to key Area E personnel.
- **12/08:** Last C & I meeting of the semester.
- **12/09:** Handout suggestions for presentation on GEOs at the January 2010 Board of Trustees Meeting are given to the Academic Senate President.
- **12/10:** Table showing GEOs assessment and Reporting Forms deadlines are sent to faculty in an email. Since so much good GEOs stuff is being rolled out at the end of the semester, I agree to monitor emails during winter break in case little things come up that I can immediately fix. I also finalize some key web changes that need to be made.
- **12/14/09:** I begin the process of sending out detailed GEOs Progress Reports to each division and Student Services per request. I am glad to do this, since I have not had

prior opportunity to appropriately acknowledge the many faculty members that have contributed to the GEOs assessment project on campus. The details also included pledges I have received to assess GEOs.

### **Spring 2010**

- **2/19/10:** Flex Day. I join Barbara and the Vice President of Instruction at the podium in front of the campus community during a discussion of progress in outcomes assessment. I make a few remarks about due dates related to GEOs.
- **2/23:** I announce to the campus community the hours I will be available on campus for GEOs work. These times are: Tuesdays, 9:30 - 11:30 am; and 2:15 – 7 pm; Thursdays, 9:30 - 11:30 am; and Fridays: 9:30 - 11 am.
- **2/25:** I meet with the Department Chair of History about having an Area D1 Use of Results discussion later in the semester.
- **3/02:** I have a planning meeting with Barbara and Joan Sholars, the SLOs Coordinator. The focus of the meeting is the Spring 2010 Spotlight and White Papers Planning Session. I attend the first OC meeting of the semester. I afterwards meet OC member and Area E faculty, Lisa Ledeboer, about the pending Area E Use of Results discussion.
- **3/06:** I meet with Academic Senate President regarding slight change to GEOs Assessment Plan.
- **3/05:** I host a meeting with the GEOs Subcommittee of the OC from 9 to 11 am to discuss issues related to Area E Use of Results discussion. This included handouts, meeting outcomes, and an agenda.
- **3/09:** I attend first C & I meeting of the semester.
- **3/11:** I attend a planning meeting with Barbara. We discuss how the Nichols' Five Column Model for course-level SLOs assessment could be modified to make a Six Column Model for college-level GEOs assessment.
- **3/16:** I meet with a member of the OC to help me format handouts for Area E meeting. A follow up email is sent to the English Department Chair regarding the status of Area A, English, GEOs assessment. This email includes a set of revised GEO Reporting Forms for each of their three GEOs.

- **3/17:** A GEOs representative attends the Foreign Languages Department Meeting.
- **3/19:** The Area E Use of Results discussion was held from 9 to 11 am. I attend as facilitator, and Barbara as note taker. All anticipated meeting outcomes were met. Area E faculty that attended were: Lisa Ledeboer (Consumer Sciences), Stacy Bacigalupi (Psychology), Carol Impara (Nutrition), Debbie Cavion (Physical Education), Eddie Lee (Counseling), Deidre Vail (Biology), Lynda Hoggan (Biology).
- **3/22:** SLOs Coordinator sends out to the campus community key documents related to outcomes assessment. This includes important GEOs materials, such as a white paper on “How to Write a GEO”, and a pithy table showing key GEO goals with due dates.
- **3/23:** The Area A, Communications, Outcomes Coordinator is sent a template of Six Column Models for GEOs Assessment for the four GEOs in the Communications Department. The English Department Chair is sent the same for the three GEOs in Area A, English.
- **3/24:** The History Department Chair requests that I get GEOs data directly from their department ePIE, instead of having to fill out a GEOs Reporting Form. The request was granted, and the data was easily pulled. This has lead to the option of faculty transferring GEOs assessment data exclusively through their department ePIE. This option was subsequently communicated to the campus community.
- **3/30:** The Communications Department requests that I complete a first draft of Six Column Models for GEOs Assessment for their four GEOs by pulling the data from their department ePIE.
- **4/01:** I am sent a copy of the March 2010 issue of *Perspectives*, a periodical put out by the Research and Planning (RP) Group for California Community Colleges. This issue includes information on the Excellence in Assessment award that Mt. SAC has received, which recognizes the work that has been done in GEOs assessment.
- **4/06:** I meet with Barbara to discuss documentation strategies for GEOs assessment. I attend a norming session at the OC meeting later in the day. This session includes focus on making improvements to our SLOs Evaluator Checklist. I sent an email to all Department Chairs, and their managers, announcing how Six Column Models will

be used to document and communicate campus GEOs efforts. I included a link to the Six Column Models for Areas B – E, and note that these would be updated and re-published at the end of April so as to include anticipated further GEOs assessment data.

- **4/07:** The March 2010 edition of *The Spotlight* is published to the campus community. Included in the newsletter is the “GEO Coordinator’s Corner” article with an update on Area E Use of Results. This article also introduces the college to the Six Column Model for College Level GEOs Assessment.
- **4/13:** I meet with Barbara. We discuss pending GEOs issues. She recommends communication strategies which I subsequently implement. I meet with sociology faculty to follow up on data sent at the end of the fall semester. I discover that the sociology department has abundant GEOs assessment data, but that it had not been reported yet. This situation was resolved. The link that contains a statement of the GEOs for Mt. SAC is established on our GEOs website. This link will be published in the 2010 – 2011 college Catalog. I attend a C & I meeting where a proposal to merge the positions of SLOs and GEOs Coordinators is brought forwards.
- **4/20:** I meet with two key Area D1 faculty to confirm that their workgroup was ready for a use of results discussion, and to make plans for when and where the meeting would occur. I send a follow up email to the one sent on 4/06 to all department chairs (and managers) about the pending publication of updated Six Column Models for GEOs Assessment, and the need to make sure all available data was sent to both the Research Department and myself.
- **4/23:** I attended a luncheon awards ceremony as a co-recipient of the Excellence in Assessment award given to Mt. SAC by the RP Group. I send emails to key managers and faculty with courses within Area C, Arts, and Area C, Humanities. The purpose of the email is to prompt them for an assessment on how realistic the date set for when their GEOs assessments should be done seems. The only reply was positive, indicating the due date was realistic.
- **4/27:** The interim Dean of Instruction informs me that the text introducing GEOs, with website link, for inclusion in the 2010 – 2011 college Catalog has been received and approved.

- **4/28:** The Mt. SAC college website features information on the awards won from the RP Group, including our Excellence in Assessment award.
- **4/29:** I meet with Barbara. We discuss various reports I should do before concluding my third year as GEOs Coordinator at the end of the semester. I run by some suggestions for changes to the GEOs Assessment Plan I would like to make to the OC. Per her advice, I subsequently bring those suggestions to the Academic Vice President for review and suggestions.
- **5/04:** As part of GEO Report for today's OC meeting, I include a report on the status of GEO related goals that are included in the stated 2009 – 2010 OC Committee Goals.
- **5/11:** I submit a report on GEOs progress for distribution at the May Academic Senate meeting at today's C & I meeting. This document is approved. An email announcement is sent to the campus community with a link to all Six Column Models for GEOs Assessment, which shows GEOs assessment progress thus far.
- **5/13:** I attend a meeting with the Academic Senate Vice President to review proposals I will be making to the OC to effect changes in the GEO Assessment Plan for possible use in early fall semester.
- **5/18:** My input to the ACCJC Annual Report regarding GEOs issues is approved.
- **5/20:** The Area D1 Use of Results discussion was held from 3:45 to 5:30 pm. I attended as facilitator, and Barbara as note taker. All anticipated meeting outcomes were met. Area D1 faculty that attended were: Hal Hoffman (History); Bill Jones (History); Tyler Trull (Political Science); and Ralph Spaulding (History).
- **5/25:** I attend my last C & I meeting as GEOs Coordinator. I submit the draft of two POWER Award Nominations I wrote to the OC for review. One is for Exemplary Faculty-Research Collaboration; and the other is for Exemplary Documentation and Communication of SLO Assessment. I also submit a draft of my final "GEO Coordinator's Corner" article for the June issue of *The Spotlight* for review.
- **6/01:** Last OC meeting. The group supports the idea that I continue to advise the group as a GEOs Consultant. This will be done informally, using my campus-wide supplemental hour obligation.

- **6/03:** I send recommendations for changes to the GEO Assessment Plan to the OC for fall 2010 consideration. This includes rationale for suggested changes.
- **6/04:** Emails are sent to the Associate Deans of Natural Sciences and Humanities regarding possible help they can provide over the summer with Area B and Area D2 GEOs assessments.
- **6/09:** I send my final communication to the campus community as GEOs Coordinator. The message is one of thanks and farewell. I also attach copy of the June 2010 “GEO Coordinator’s Corner” article. I also begin the process of handing off key GEOs related documents to Barbara and the SLOs Coordinator.
- **6/10:** I send a message to the OC with a “GEOs To Do” list for Fall 2010.
- **6/14:** I attend a meeting with AAC&U site visitor regarding the Roadmap Project. This project deals with how what Mt. SAC is doing to strengthen student success can be incorporated into a national model.
- **6/15/10:** I send a thorough report on GEOs progress from October 2008 through June 2009 to Barbara for review.