General Education Committee Meeting Minutes

October 22, 2020

Members Present: Lauren Delaubell (chair), Nancy Diller, Bruce Mattingly, Steve Cunningham, Daniel Radus, Garrett Otto, Gregory Ketcham, Ryan Fiddler, Eunyoun Jung, Mecke Nagel, Doug Armstead

Members Absent : Pam Schroeder, Carol Van Der Karr, Student representative (vacant)

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| **Topic** | **Comments** | **Action** |
| **Approval of Minutes** | No corrections | **Approved** |
| **Curriculog Proposals** | No outstanding GE proposals on Curriculog | **N/A** |
| **SP18 Assessment Reports** | Cunningham explains assessment reports—what data collected, how analyzed, etc.—for GE 3 and GE 5 assessments from SP18. | **If comments or questions on reports, contact Cunningham.** |
| **Distribution of SP18 Assessment Reports** | Discussion on the distribution of SP18 assessment reports. The committee considered *what data should be shared* (course-level or summaries; only reports, or reports and completed assessment forms); *who the data should be shared with* (chairs and other stakeholders, broader audiences); and *how the data will be shared* (email and meetings).  Some important topics of discussion included:  1. the importance of expressing to stakeholders that assessment data is not to be used to assess individual faculty members;  2. giving chairs/departments autonomy on how they will share assessment results/data with broader audiences;  3. in meetings to discuss assessment results, committee members might offer individual completed assessment forms and provide structure/context so that attendees can better understand results. | **1. Email department chairs with SP18**  **assessment results (in spreadsheet) within 2-3 weeks. Include in this email a comment about sharing the data with stakeholders in the department (curriculum committee, GE-teaching faculty, others tasked with assessment).**  **2. In next committee meeting, return to discussion about facilitating meetings with stakeholders. Cunningham notes that these meetings can occur in FA or SP.** |
| **SP21 Assessment Form** | Delaubell shares draft of SP21 Assessment Form. This will be sent to selected faculty soon. Discussion ensues on appropriate deadline for faculty response, with emphasis on deadline providing faculty with time to receive feedback from the committee prior to SP21. | **1. Email Delaubell with comments on draft of assessment form.**  **2. Committee approves 19 Nov 2020 as deadline for selected faculty to submit assessment form.** |
| **Organizing Meetings with SP21 Assessment Stakeholders** | Discussion on best methods for organizing meetings to discuss assessment rubrics with stakeholders. | **1. List of stakeholders for GE assessments will be sent to subcommitee members.**  **2. Once the lists are sent, subcommittees should contact stakeholders to organize virtual meeting to discuss rubrics. May be helpful to use Doodle for scheduling. If any stakeholders cannot attend, request their written comments be sent to you prior to the meeting, so that they may be discussed with the group.**  **3. Writing/Info Mgmt/Crit Thinking will be discussed at Nov. 9th College Writing Committee meeting.** |
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|  |  | **Meeting adjourned 9:30am** |
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Submitted by

Dan Radus