General Education Committee

March 31, 2011

Draft of Minutes

Present: Canfield, Klotz, Schutt, Thomas, Trunfio, White, Van der Carr

Absent: Harms, Hokanson, Kelley, Latimer, Mattingly

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| **Topic** | **Comments** | **Action Item** |
| Minutes from 3/1/11 | Consideration of minutes from 3/1/11; discussion of minutes was postponed to end of meeting, when more committee members were presents. No changes to minutes recommended. | Minutes approved. |
| Course Proposals  a. MUS 105 | Abby sent and email and left a phone message to try and get updated materials for proposal. | Awaiting updated materials. |
| 2009-2010 Assessment Follow-up Groups | Larry, Sam and Merle meet regarding GE7 follow up.  No faculty invited, attended.  Discussion on moving forward from here. Reports from these groups only needed for local use, not required to report to SUNY. Annual reports have provided better reflection than the review of GE assessment results. Concern about part timers being available for the discussions. Discussion on the purpose of GE assessment. See "Action Item" for suggestions. | * Work to ensure that follow up meetings happen in the fall (rather than waiting until the spring). * Post findings and have an electronic discussion. * Review other SUNY schools to see what they do for their assessment. |
| Spring 2011 Embedded Assessment Review | Discussion on course embedded assessment materials. Embedded assessments could be a combination of things.  GE4: materials look good. Amy had one question about a course, group helped clarify.  GE8: materials look good.  GE9: difficult to judge, given many of the assessment instruments are in a different language.  GE10b: concern about some syllabi not indicating where presentations are occurring.  Discussion on making on reminder to faculty teaching GE courses. | Abby and Merle will draft a letter to folks doing embedded assessment about next steps and what they should be submitting.  Reminder and information to faculty teaching GE courses should go out on the following timeline:  Dec./Jan. for spring classes  Early Aug. for fall classes |
| 6-year assessment plan | Discussion on next assessment plan. Is 6 years too long? Would 6 years provide more time to really talk about assessment instruments? Do we need more data on a regular basis? Should we increase the % of courses randomly selected? We need to spend more time identify tests that measure our outcomes. We should decide on the most valid way of doing assessment and then decide on the number of years our assessment cycle should be. Perhaps the larger community should be involved in the discussion.  It is likely the next assessment report cycle will not be ready by the end of the semester for review by the Faculty Senate. The goal is have report ready for approval in the fall. | Continue discussion at the next meeting with a focus on the purpose of GE assessment, what tools and resources do we have, how do we support faculty doing assessment and how does this assessment follow or compliment other accreditation cycles and reports.  Complete assessment report cycle by fall. |
| Adjournment |  | Meeting adjourned. Next meeting is April 14, 2011. |

Respectfully Submitted by Abby Thomas, April 12, 2011