General Education Committee

December 16, 2011

Minutes

Present: Burk, Canfield, Kelley, Klotz, Kuiken, Pickett, Schutt, Thomas, Van Der Karr, White.

Excused: Mattingly, Forde (student member), Hokanson

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| **Topic** | **Comments** | **Action Item** |
| Minutes from December 16 |  | Minutes approved. |
| Spring Schedule | Discussed Spring 2012 meeting schedule and proposed scheduling on alternating Friday meeting time between 9 am and 11:30 am. Committee agreed. | Decided that first meeting would be Friday, Jan 27th at 9 AM. The rest of Spring Semester schedule to be determined and communicated by Anita. |
| A  Assessment Letter | The assessment letter with instructions, including rubric information, going to faculty was reviewed by the committee for final edits.  Recommended College Handbook edits to reflect the requirement to participate in assessment if teaching a GE course. Clarified that the participation is in the plan approved by faculty senate.  Rubrics: discuss purpose of rubric, clarifying scope of assessment and editing rubric for clarity.  GE Assessment Instrument Result Form: decided to keep the C# and decided that name was not necessary. | Carol VDK will recommend to President’s office handbook revision for GE participation.  Anita to make final edits and submit to Merle/Kathy for distribution |
| Meeting Adjourned 10:00 am. |  | Meeting was adjourned. |

Respectfully Submitted by Carol Van Der Karr

Approved 1/27/2012