General Education Committee

Minutes

February 10, 2012

Present: Burk, Canfield, Hokanson, Kelley, Klotz, Kuiken, Mattingly, Pickett, Schutt

Excused: Forde (student member), Thomas, Van Der Karr, White

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| **Topic** | **Comments** | **Action Item** |
| I. Minutes from January 27 |  | Minutes approved. |
| Chair’s Report | a. A. Kuiken notified the GE committee that she had requested input from the Quantitative Skills assessment group about the application for PHI 111 to be listed in the GE 1 category; the committee reviewed the response from this group, which did not support approval.  b. The committee considered the application for approval of THT 260 for the GE 8 category; it was found that various components were missing from the application.  c. Assessment Update:  i. A. Kuiken reported on her conversation with a faculty member to explain the requirement for faculty participation in GE assessment; discussion followed about ensuring faculty participation.  ii. B. Mattingly passed out a memo from 2/13/2009, which asked departments to review GE assessment results. Discussion followed about the RRR process, including the use of follow-up groups last year. The committee will return in a future meeting to a discussion of the use of a modified version of this memo as well as look at how departments have used assessment results in their reviews. | a. A vote on PHI 111 was postponed, and the decision was made to show K. Russell the Quantitative Skills rubric in order to determine whether PHI 111 students could be assessed in the GE 1 rubric areas; A. Kuiken will check with I. Jubran to obtain the GE 1 rubric.  b. A. Kuiken will request that the missing items be included and that the THT 260 application be resubmitted. |
| III. Director of Institutional Research and Assessment Report with Chair | * There was a brief update on the present semester’s assessment, which is in the syllabus review stage. A. Kuiken has been reminding faculty to turn in their syllabi. | * M. Canfield and A. Kuiken will collaborate to have a reminder sent to faculty about submitting their description of the assessment instrument by Feb. 29. |
|  | Meeting Adjourned 10:00 a.m. |  |

Respectfully Submitted by Amy Schutt, February 11, 2012