General Education Committee

Minutes

November 18, 2011

Present: Kuiken, Thomas, Canfield, Klotz, Schutt, Burk, Hokanson, Kelley

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

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| **Topic** | **Comments** | **Action Item** |
| I. Minutes from Nov. 4 |  | * Minutes approved with two edits. |
| II. Chair’s Report | * New GE Assessment Plan - needs minor edits before finalizing. * A. Kuiken presented a draft of the assessment notification letter. Members suggested editorial changes to the letter. Lengthy discussion followed. Questions were also raised about the procedures for the GE categories that have ad hoc assessment groups (e.g., Information Management). | * A. Kuiken will send out GE Assessment plan soon, after minor edits. * A. Kuiken will revise letter, and committee will then review the revised version. * A. Kuiken will arrange a meeting with G. Wood and M. Canfield to discuss process for Information Management assessment. |
| III. Director of Institutional Research and Assessment Report | * M. Canfield listed the types of data now available for use by the college, including results from the CLA (for the Critical Thinking assessment), from other GE assessments, from the National Survey of Student Engagement, and from the Student Opinion Survey. He would like to encourage more use of this data. Discussion followed about ways to present results to the college community and to encourage use of the data. This discussion led into the final agenda items below. | * Committee will discuss this further at a future meeting. |
| IV. Other: Category Specific Rubrics & Instructors’ Reviews of Assessment | * A. Thomas raised idea of providing a sandwich seminar for presentation of GE assessment results. * Also raised was the question of holding a meeting for instructors whose courses were about to be assessed, so that they could be part of a conversation about the process and about category specific rubrics. * Brief discussion followed. | * No decisions made. Committee will return to these points at a future meeting. |
|  | Adjourned at 10:10 am. |  |

Respectfully Submitted by Amy Schutt, November 18, 2011