General Education Committee Meeting Minutes

January 24, 2013, 8:50AM-9:40AM

Members Present: Brooke Burk, Merle Canfield, Carol Van Der Karr, Bob Spitzer, Abby Thomas, Yomee Lee, Sonia Sharma

Members Absent : Kathleen Lawrence, Tawana McNair, Bruce Mattingly, Anita Kuiken

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| **Topic** | **Comments** | **Action** |
| **Approval of Minutes** | Approved | **To be posted on web** |
| **Responses to Data from Last Assessment Round** | * Three people have turned in responses
* Feedback included that it would be more helpful if data was course/department specific
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| **Committees to review materials for the spring assessment** | * GE 6: Spitzer and Lee
* GE 7: Thomas and Burk
* GE 12: Kuiken and Sharma
* Reviewed responsibilities for syllabi and assessment material review. Check category match, learning outcomes, and do support materials (readings, assignments) align with outcomes
* Assessment folder on shared GE drive
* Original deadline is January 24 to receive syllabi
* Timeline for review will be set once materials are in
* Set template for feedback at next meeting (e.g., expectations, standard wording for feedback)
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| Institutional Research and Assessment Update | * Reminder about syllabi going out and extending deadline to February 1
* For future assessments, send more reminders between November and January
 | * **Reminder going out in regard to syllabi**
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| Rubric Review for GE 4 | * Send to chairs of ECO/HIS/POL/SOC
* Reviewed draft letter and reference GE 1 working group as model for rubric review
* Volunteers to assist with working group: Carol, Merle, Bob, Abby
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| GE 3 and 6 | Note to separate these in future assessments so they are not back to back. |  |

Submitted by CAV