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 |  |
| **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) |  |
| 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** |
| 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 |  |
| GE 3 and 6 | Note to separate these in future assessments so they are not back to back. |  |

Submitted by CAV