General Education Committee

February 24, 2012

Minutes

Present: Canfield, Hokanson, Kelley, Klotz, Van Der Karr, White, Burk, Kuiken, Thomas, Mattingly.

Excused: Schutt, Forde (student member)

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| **Topic** | **Comments** | **Action Item** |
| Minutes from Feb. 10th |  | Minutes approved. |
| Chair Report | March meetings will be held @ 11:30  PHI 111 – Anita got a rubric from Isa which will be used to evaluate course and provide feedback to submitter  THT 260  A question was raised regarding the Quantitative Skills Committee recommendation – determined that the GE committee has the prerogative to seek recommendations from other committees as deemed necessary, but maintains ultimate decision making authority. Recommendations from other committees are given strong consideration; recommendations will likely be heeded unless there is some compelling argument. | Anita will send out a reminder  Information will be sent to the submitters regarding the decisions made – Anita |
| Syllabi for Review Status | Anita has contacted all the individuals who are having their courses assessed this semester. A concern was raised by the chemistry department regarding the inclusion of the writing requirement. The writing requirement is part of the lab portion of those courses, thus the writing requirement will not be found on the lecture syllabus.  GE2 – all syllabi and materials have been turned in  GE 3 – still missing 5 syllabi and materials for review  GE 5 – still 3 missing syllabi for review | Committee agreed that a statement regarding the presence of the writing in the lab portion of those courses should be listed on the lecture syllabus and that lab syllabi need not be reviewed. Anita will follow-up with chemistry department.  Additional follow up will be made with cc: to Department Chairs  Additional follow up will be made with cc: to Department Chairs |
| Course-embedded assessment due date reminder | Materials are due by February 29th |  |
| Hybrid approach to GE Assessment | GE Assessment was posted on shared drive – some departments were very detailed, others just give a passing reference to acknowledgment of GE assessment  Provides the committee with a starting point for how departments are engaging in the assessment process. It is recommended that the committee provide a clear pathway where information is sent and stored to assist with reporting of information to and from departments. It was suggested that information be placed on the GE website along with examples or a checklist to help departments synthesize and include the GE assessment information in annual reports.  It was suggested that the committee hold a sandwich seminar-type of presentation to disseminate results of the assessment after the respective courses and departments have had the opportunity to read through and reflect upon the results. This will happen in the fall but planning should begin this spring. | The committee is to review the memo sent out by Bruce regarding the format and questions given to departments to reflect upon the assessment data.  Anita and Merle also have documentation regarding these questions that will be sent to the committee for review as well  The goals and purpose of the meeting need to be outlined |
| GE Assessment Rubric | Discussion was raised that category-specific rubrics should be created to better understand the assessment process and provide meaning feedback to those who have classes being assessed. Also this will provide clarification to those who are being assessed as to what the expectations are for the imbedded assessment and GE goals. | The committee will soon begin work on creating a rubric for Humanities as it is up for assessment next academic year |

Respectfully Submitted by Brooke Burk. , February 24, 2012