General Education Committee

October 7, 2011

Minutes

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

Excused: Mattingly, Forde (new student member)

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| **Topic** | **Comments** | **Action Item** |
| Approval of September 23, Minutes  Minutes Rotation Schedule  Members at large | No comments.  Currents schedule works as is.  Conflict with student representative for this semester; Orville waiting to hear from colleague to serve as Member at Large. | Minutes approved. |
| Review of GE Assessment Plan for 2011/12-2013/14  Edits to GE Assessment Plan  Increasing Faculty Involvement | The plan, drafted by Carol Van Der Karr, “follows a four-year assessment cycle, outlines assessment methods, clarifies roles, and makes recommendations for increasing the use of assessment data for on-going understanding and development of the general education program.”  Various models and approaches to assessment were discussed, with a focus on “multiple methods” of assessment. Approaches and methods include external review, third party checks, and samples from classes. Finding qualified outside reviewers could pose a challenge. Deciding on an assessment model that would be most effective and proceeding forward was considered the best way to proceed. The best experts are the teachers of the GE classes, as they are the ones who can offer the best feedback (Klotz, Hokanson). Assessment feedback would also then be immediate. Canfield noted that, in the past, 20% of the assessment was done by external reviewers. A request would be sent out seeking qualified people. They were paid a token fee. Achieving validity in this way was complicated for reviewers would sometimes have differing opinions. Regarding the essay instrument, it resulted in limited participation because, sometimes faculty felt the essay was not appropriate for their course (Van Der Karr, Canfield).The goal of this new assessment plan is to arrive at an instrument that is reasonable, feasible, and sustainable which will support faculty teaching these courses (Van Der Karr). Contrary to what some expected, the quantitative approach did not yield a common method (Thomas). In-class embedded assessment was preferable to artifacts (Van Der Karr). It was agreed that no coherent uniform tool exists in seeking the perfect instrument for assessment. This also leaves an opportunity to utilize or create an ad hoc group which can oversee the assessment of courses with special needs or interest (like what happened with Quantitative Skills).  Additional discussion included: approaches to cover the entire area of GE courses; how to cover classes that have been missed over time; and ways to include fall semester courses, because only courses taught during the Spring Semester are chosen for assessment.  Following minor edits, the GE Assessment Plan was approved by the committee. Proposal goes to Faculty Senate Steering Committee Tuesday, October 11.  Gaining faculty support to successfully implement the GE Assessment Plan was discussed. Among the approaches: meetings among GE faculty within departments to discuss GE courses and assessment methods; request that departments review courses within their curriculum that meet GE categories and submit proposals; letter from Provost to campus; send letter for timelines to department chairs, who will take up the matter with their faculty. | GE Assessment Plan Approved by Committee.  Thomas & White will take the plan to Faculty Senate Steering Committee. |
| Timeline for GE Course Assessment | Assessment is done in the spring, but faculty can submit syllabi from previous semester and other sessions—summer and winter, for example. | Kuiken will draft an email to be sent by the Provost generally announcing the categories to be assessed for the spring 2012.  Canfield to see if the schedule is available in order to select courses for assessment and communicate to the committee.  Canfield to provide assessment notification letter template to be edited by GE Committee in accordance with the new GE Assessment Plan. |
| Director of Institutional Research Assessment Report | GE is not yet scored from last semester. |  |
| Meeting adjourned approximately at 10:00 a.m. | Next meeting is October 21, 2011 | Meeting adjourned. |

Respectfully Submitted by Samuel L. Kelley

Review & Edit by Anita Kuiken