

Meeting Minutes
General Education Committee
Friday, February 14, 2014
10:00a.m. – 12:00 noon
CPB 201, Lake Worth

Attendance:	Jennifer Campbell <input checked="" type="checkbox"/>	Emma Chow <input checked="" type="checkbox"/>
Tcherina Duncombe <input checked="" type="checkbox"/>	Barbara Edgar <input checked="" type="checkbox"/>	Robin Fiedler <input checked="" type="checkbox"/>
David Knopp <input checked="" type="checkbox"/>	Karen Pain <input checked="" type="checkbox"/>	Ginger Pedersen <input checked="" type="checkbox"/>
David Pena <input checked="" type="checkbox"/>	Ana Porro <input checked="" type="checkbox"/>	Helen Shub, Chair <input checked="" type="checkbox"/>
Debra-Anne Singleton <input checked="" type="checkbox"/>	Warren Smith <input checked="" type="checkbox"/>	Melissa Stonecipher <input checked="" type="checkbox"/>
Patrick Tierney <input checked="" type="checkbox"/>	Connie Tuisku <input checked="" type="checkbox"/>	

ITEM 1. General Education Process Review

Discussion: Helen Shub distributed to the committee a sample of all the materials to be given to the clusters regarding their general education assessment results. The materials included the following items:

- Embedded Assessment Results
- Guide for Interpreting Assessment Results
- Assessment Packet – questions for each cluster to consider as they review their assessment instruments.

The committee determined that there are two essential outcomes of this process:

1. Clusters will utilize the assessment results to develop improvement strategies; and
2. Clusters will review their assessment instruments and make revisions/improvements, where necessary.

In order to facilitate this process and to give the clusters as much time as possible, Ms. Shub will send an email to all general education cluster chairs requesting that they set up a meeting of volunteers from their clusters. The purpose of these meetings will be to draft recommendations for revisions to the assessment instruments, if necessary. These recommendations will then be able to be considered by the entire cluster on Development Day. A member of the General Education Committee will be available to help facilitate each of these meetings. It will also be suggested to the clusters that a member of the General Education Committee will be available to them during their regular cluster meetings on Development Day for their discussion on assessment.

Committee member were assigned to follow up with specific clusters if they do not provide the meeting time of their volunteers to Ms. Shub by a certain date (to be determined).

A lengthy discussion took place regarding whether or not the clusters should utilize the assessment results to develop improvement strategies. It was ultimately decided that because of flaws in many of the instruments as well as in the collection process, the emphasis should be placed on correcting those problems first. The faculty will be asked to improve their assessment instruments, where necessary, by responding to the questions in the assessment packet. At the same time, the Office of Institutional Research and Effectiveness and the General Education Committee will modify the collection process to correct the problems encountered in this implementation. The committee unanimously approved this plan.

The improvement strategy for general education this cycle will focus on the area of Communications, specifically writing. The revision and implementation of the Gordon Rule Policy, along with the development of faculty resources, will be the improvement strategy for the general education program this assessment cycle.

The issue of setting benchmarks was discussed by the committee. It was determined that once the assessment packets are submitted, the committee will review each one and will set what it believes to be an appropriate benchmark to indicate competency. That recommendation will be sent to the appropriate cluster for their response after which the committee will make the final decision. Going forward, clusters that don't achieve the benchmark will be required to develop improvement strategies.

Source: Embedded assessment results and related materials.

Action: Helen Shub will email all general education faculty the embedded assessment results, the guide to interpret the results and the assessment packet. Ms. Shub will also email the general education cluster chairs and request that they set up meetings with volunteers from their faculty to discuss the assessment results and assessment instruments.

ITEM 2. Development Day

Discussion: Helen Shub reminded the committee that details of their presentation for Development Day must be submitted to either Ms. Shub or Karen Pain. The necessary details are the title of the presentation, a description, the intended audience, and any special media needs.

Source: None

Action: Committee members will submit their presentation information to Ms. Shub or Ms. Pain.

ITEM 2. Newsletter

Discussion: Helen Shub reminded committee members to submit their articles for the February edition of *GASP! Get a Student Pondering*.

Source: None

Action: Those faculty who committed to providing an article for the February newsletter edition will submit their articles to Ms. Shub within the next week.

ITEM 2. Gordon Rule

Discussion: Tabled until next meeting

Source: None

Action: None

The meeting was adjourned at 12:00 pm.

Submitted by:

Helen Shub, Scribe