

Meeting Minutes
General Education Committee
Friday, March 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 type="checkbox"/>	Robin Fiedler <input checked="" type="checkbox"/>
David Knopp <input checked="" type="checkbox"/>	Karen Pain <input 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 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. Development Day Wrap Up

Discussion: Helen Shub reviewed the plans for Development Day. She reported that only one cluster requested that a member of the committee assist them in filling out their assessment packet. Ms. Shub will attend that cluster meeting and assist them. Some concern was raised as to whether or not the instructions for the cluster assignment to complete the assessment packet will be understood by all clusters in a consistent manner. Dr. Ginger Pedersen suggested that a voiced-over PowerPoint could be created that would explain the intent of the assignment and the overall expectations. She suggested that such a PowerPoint could be shown at the very beginning of the cluster meetings. In this way, all the clusters would receive a consistent message. Ms. Shub will prepare a PowerPoint and distribute it to the cluster liaisons.

Source: None

Action: Helen Shub will prepare and distribute a PowerPoint slide show that explains the Assessment Packet exercises. It will be distributed to the cluster liaisons for them to show at the beginning of the cluster meetings.

ITEM 2. Presentations

Discussion: Committee members making presentations on Development Day previewed their breakout sessions for the committee. Those presenting include:

- Dr. David Pena, Warren Smith, Connie Tuisku, Melissa Stonecipher – “*Creating Effective Assignments*”
- David Knopp – “*Are we MEASURING up? Of COURSE we are!*”
- Robin Fiedler – “*Making Assessment Multi-Level, Collaborative, Embedded and Useful*”
- Tcherina Duncombe, Emma Chow – “*Elements of Effective Multiple Choice Assessment*”

Source: None

Action: None

ITEM 3. Scenarios

Discussion: Tabled until next meeting.

Source: None

Action: None

The meeting was adjourned at 12:00 pm.

Submitted by:

Helen Shub, Scribe