

**Meeting Minutes**  
**General Education Committee**  
**Friday, April 11, 2014**  
**10:00a.m. – 12:00 noon**  
**CPB 201, Lake Worth**

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

**ITEM 1. Strategic Plan Action Plan**

**Discussion:** Helen Shub shared with the committee the template for the Strategic Plan Action Plan. She explained that the primary goal for today's meeting is to develop a recommended action plan to address the objective "The faculty and instructor clusters will develop and implement plans for assessing course learning outcomes by 2018." After lengthy discussion, the committee suggested beginning with general education gatekeeper courses (to be defined) and from that experience, develop a set of guidelines and minimum standards to be shared with the rest of the College faculty. It was suggested that as part of the plan, members of the General Education Committee be trained through a formal program as assessment facilitators. Once trained, these facilitators will be able to lead discussions and workshops for other faculty. This action step will require funds, so it will be included as a budget item.

**Source:** None

**Action:** Ms. Shub will prepare the action plan based on the committee's recommendations and share that plan with Dr. Sass for her review.

**ITEM 2. Common Assessment Preliminary Review**

**Discussion:** Ms. Shub distributed to the committee a sample of the assessment packets that she has received from the general education clusters. She suggested that a preliminary review would help in determining the best way to review and respond to the submissions next year. It was suggested that a rubric be developed to give feedback to the clusters on their

assessment packets. As part of the rubric development process, the committee agreed that benchmarks/minimum standards be determined in order to give specific suggestions to the cluster for improvements. It was also suggested that one dimension of the rubric specifically address Bloom's Taxonomy.

Ms. Shub will convene a meeting of some committee members over the summer. Volunteers include Professors Emma Chow, Tcherina Duncombe and Melissa Stonecipher.

Source: None

Action: Ms. Shub will call a meeting of some committee members over the summer to develop a rubric for providing feedback to the clusters on their general education assessment packets and assessment instruments.

The meeting was adjourned at 11:50 am.

Submitted by:

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Helen Shub, Scribe