

**MEETING Minutes**  
**General Education Assessment Committee**  
**Friday, April 12, 2013**  
**10:00 p.m. – 12:00 noon**  
**CPB 201, Lake Worth**

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<b>Attendance:</b>	Jennifer Campbell <input checked="" type="checkbox"/>	Tcherina Duncombe <input checked="" type="checkbox"/>
Robin Fiedler <input checked="" type="checkbox"/>	David Knopp <input checked="" type="checkbox"/>	Marcie Pachter <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. QEP Critical Thinking Strategies**

**Discussion:** Karen Pain reminded the committee about the deliverables they are expected to submit; one for a critical thinking teaching strategy and one for a critical thinking assessment idea. These strategies and assessments will be posted as part of the Panther Online Learning Objects (POLO) project. She asked for all submissions to be sent to her by the end of April.

**Data source:** None

**Action:** Faculty receiving release time will submit deliverables to Karen Pain by the end of April.

**ITEM 2. General Education Learning Outcomes**

**Discussion:** The committee reviewed the suggested outcomes submitted by the various clusters and made a few revisions in order to keep the length and use of wording consistent among the outcomes. The final version of the general education outcomes that will be submitted to the Academic Deans' Council for their approval are as follows:

- **Communications:** Demonstrate effective communication skills for a variety of audiences.
- **Humanities:** Demonstrate an awareness of and an ability to effectively analyze creative works.

- **Mathematics:** Demonstrate an understanding of mathematical concepts to solve real-world problems.
- **Natural Sciences:** Demonstrate comprehension of fundamental concepts, principles or processes about the natural world.
- **Social Sciences:** Understand and apply sociological, cultural, political, psychological, historical and economic principles to a global environment.

Data source: Cluster recommendations for general education learning outcomes

Action: Ms. Shub will send the committee's recommendation to Dr. Sharon Sass, Vice-President of Academic Affairs. Dr. Sass will forward the recommendations to the Academic Deans for their approval.

### **ITEM 3. Fall 2013 Assessment Process**

Discussion: During the fall 2013 cluster meeting on Convocation Day, clusters will be asked to develop a common assessment item for each general education course within their area. Faculty will be asked to bring samples of their assessments to the cluster meeting to help facilitate the discussion. The common assessment can be a test item or a common rubric. A common test item does not have to be part of a student's grade, but it should be included in the exam to appear as if it is counted as part of the grade. This is similar to when experimental test items are used on exams. For those courses using a common rubric, the rubric may be used to score the assignment independently of whatever means is used to score the student work for a grade. Since these items will be testing material, the cluster chairs or the cluster liaison will be asked to send the common item to Ms. Shub, rather than post it in the cluster minutes.

In advance of the cluster meetings, Helen Shub will meet with the cluster liaisons to explain exactly what is expected. In addition, the clusters will be provided with guiding questions and best practice ideas for what the assessment item should include. Ms. Shub will prepare this document over the summer.

In order to involve adjuncts in this process, Ms. Shub will contact the Department Chairs to advise them of this process. The adjuncts will be expected to incorporate whatever common item is developed by the full-time faculty during their cluster meeting.

During the fall 2013 semester, all full-time and part-time faculty who teach general education courses will be expected to utilize the relevant common assessment in each general education course they teach. The committee will continue to discuss how the assessment portion of this process will take place. Ms. Shub will meet with Dr. Ginger Pedersen to discuss the use of Blackboard for faculty to submit their assessment results. In addition, further discussion will take place to discuss how we will sample the general education courses in the fall. Dr. Jennifer Campbell and Ms. Shub will meet to design a plan for the fall. This suggested plan will be presented to the committee for their discussion at the next meeting.

Data source: Cluster submissions for suggested general education learning outcomes.

Action: Ms. Shub and Dr. Campbell will prepare a suggested plan conducting the embedded assessment in the fall semester for the committee to review. Ms. Shub and Dr. Campbell will meet with Dr. Pedersen to determine the feasibility of using Blackboard for the collection of data from the faculty. Lastly, Ms. Shub will prepare information to be shared with cluster liaisons and department chairs.

#### **ITEM 4. Ethics/Global Awareness Scenario**

Discussion: After much discussion, the committee decided to pilot the suggested scenario during summer A. Professors Patrick Tierney, Robin Fiedler and Warren Smith volunteered to participate in this pilot. The scenario will be given in several sections of ENC 1101, ENC 1102 and Micro Economics. In some sections, the scenario will be presented to the students as part of their grade. In other sections, Ms. Shub will come in to the class and proctor it in the same way the Scenarios are normally proctored. These two methods will give information as to whether students have the capacity to understand and respond effectively to the scenario (included in grade) and whether they are willing to make the effort (not included in grade). Connie Tuisku will investigate what is necessary to receive permission from the author for us to use this scenario in our assessment process.

If the pilot demonstrates that this scenario is not appropriate for Palm Beach State students, a subcommittee will be formed to write a new scenario. The committee members who volunteered for this assignment include Pat Tierney, Marcie Pachter, Karen Pain, Helen Shub, Jennifer Campbell and Connie Tuisku.

A suggestion was made that whatever scenario is used could have different versions that contain different questions. The scenario would remain the same, but one version could have a question about ethics, another could have a question about global awareness, etc. The committee felt that this particular scenario (or a different one that the committee would develop) can be related to critical thinking, information literacy, ethics and global awareness. The following committee members will develop the appropriate question and send it to Ms. Shub by the end of this semester:

Critical Thinking – Karen Pain

Global Awareness – Helen Shub and Dr. Jennifer Campbell

Information Literacy – Connie Tuisku and David Pena

Ethics – Ginger Pedersen

Data source: Sample Scenario

Action: Committee members will prepare questions for the existing scenario and submit them to Ms. Shub before the end of the semester. The scenario will be piloted in a number of classes during Summer A.

#### **ITEM 5. Development Day Survey Results**

Discussion: The committee reviewed the results of the Development Day and all concurred that the Mark Taylor presentation would have been more effective if more time had been available. Overall, however, the comments were very positive. Notable suggestions for

future development days included test item construction and using clickers for assessment.

Data source: Development Day Survey Results

Action: **None**

**ITEM . Other Business**

Discussion: Committee members were reminded to submit their newsletter articles, if they haven't already done so.

Data source: None

Action: None

Meeting adjourned at 11:50 pm.

Submitted by:

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Helen Shub, Scribe