ITEM 1. Welcome and Introductions

Discussion: Helen Shub welcomed everyone back for a new academic year and introduced the new members of the committee, Emma Chow, professor of Chemistry and Barbara Edgar, Math learning specialist and adjunct professor. Welcome!

A general discussion was held about the role of the committee in the coming years. Given the nation-wide emphasis on assessment and accountability, the committee’s primary role will be to help faculty better understand and incorporate best assessment practices into their teaching in order to improve student learning. The faculty members on the committee volunteered to serve in the role of “assessment coordinator” for their own cluster. At the current time, all areas of general education have representation on the committee except the portion of Humanities that deals with Art, Music, Film and Theatre. Ms. Shub will discuss with Dr. Sharon Sass the idea of arranging the committee in this fashion (and adding someone from Humanities) in the future.

Two other issues were raised during this introductory period of the meeting. The first was the idea of adding a student to the committee. The unanimous opinion of the committee was that the type of work that this committee is responsible for does not lend itself to student input, so the recommendation was to not add a student member. Secondly, it was suggested that more of an effort be made to communicate with the deans and associate deans. It was recommended that the committee minutes be sent to them and that they be invited to attend the meetings.

Data source: None
Action: Helen Shub will discuss with Dr. Sass the idea of having the faculty on the committee serve in the role as “assessment coordinator” for their specific cluster. Ms. Shub will also send the committee minutes to the deans and will let them know that they are welcome to attend meetings.

ITEM 2. Gordon Rule Policy Update

Discussion: The committee reviewed additional feedback received from clusters on Convocation day and agreed to make several small modifications to the wording of the policy. Ms. Shub will prepare the changes and ask Dr. Sass to send a notification to the Academic Deans’ Council.

Ms. Shub reported that during the cluster meetings, one cluster asked to have the word count lowered from what the General Education Committee recommended. Their reasoning was that because they are now responsible for providing feedback, they needed more time to focus on the quality of the writing. It was also suggested that final papers are not the best way to fulfill the Gordon Rule requirement because students don’t receive feedback on their assignments. It was suggested that multiple, small assignments would be better because students would be able to learn from their mistakes and use the feedback in their subsequent writing. Additional questions that were raised include the following:

1. If a student doesn’t receive a passing grade on the writing assignments of a Gordon Rule course, does that mean that the student cannot pass the course?
2. How much of the grade in a Gordon Rule course should the writing portion count for?

During this year, one of the priorities of this committee will be to elaborate on the guidelines that currently exist in order to respond to the above questions and to give instructors better directions for how to incorporate the guidelines into their curriculum. In addition, the committee will have continuing dialogue about the word count and will make a recommendation to the Academic Deans’ Council later in the year. The word count requirement, when finalized, will not go into effect until the 2014-15 academic year.

Data source: Gordon Rule Policy Statement.

Action: Ms. Shub will revise the Gordon Rule Policy Statement to reflect the changes requested by faculty and will send it to Dr. Sass for her approval and notification to the Academic Deans’ Council.

ITEM 3. General Education Core Curriculum Recommendations

Discussion: The College received a memo from the State of Florida Department of Education asking for feedback from the faculty on the proposed general education core curriculum. The committee agreed that the best approach is to prepare a survey asking faculty for their approval or disapproval, and comments, on the core courses that comprise each separate area of general education.
ITEM 4.  **General Education/Institutional Outcomes Assessment Update**

**Discussion:**  Ms. Shub updated the committee on the progress of the preparation for the regular general education assessment process and the newly-added embedded assessment process. She indicated that everything is on schedule and no major problems are anticipated.

**Data source:**  None

**Action:**  None

ITEM 5.  **Schedule and Activities for This Year**

**Discussion:**  The committee discussed a number of potential activities for the coming year, including:
- Develop a Blackboard course on assessment;
- Create a plan to support non-English faculty in the use of the Gordon Rule policy;
- Initiate Desk Side Coaching for assessment topics;
- Clarify guidelines for the Gordon Rule Policy and develop tools for non-English faculty to apply the guidelines to their teaching;
- Conduct a review of sequential general education courses to identify what the student needs to know on the first day of class in the second course;
- Conduct a General Education Review;
- Address the implementation of Meta Majors and the impact it may have on assessment;
- Grade Scenarios and complete activities of regular general education assessment;
- Review common assessments and make recommendations for improvements and professional development;
- Submit articles for GASP (Assessment and QEP Newsletter);
- Provide a sample of a course learning outcome assessment to be used as samples for other College faculty; and
- Develop assessment workshops and online modules on a variety of topics.

Further discussion will take place at subsequent meetings to decide on the priorities of the various activities and to formalize these priorities into a schedule of activities for the 2013-14 year.

**Data source:**  None

**Action:**  None