

**MEETING Minutes**  
**General Education Assessment Committee**  
**Friday, November 16, 2012**  
**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 type="checkbox"/>
Robin Fiedler <input checked="" type="checkbox"/>	Robin Hoggins-Blake <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 type="checkbox"/>
David Pena <input 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 type="checkbox"/>
Patrick Tierney <input checked="" type="checkbox"/>	Connie Tuisku <input checked="" type="checkbox"/>	

**ITEM 1.      Gordon Rule Policy – Faculty Survey**

**Discussion:** Helen Shub distributed the draft of the Gordon Rule policy with the revisions suggested by the Academic Deans’ Council. The committee agreed with all the recommended changes and added a few revisions to the wording and organization of the policy. They then developed a series of questions for a faculty survey to allow faculty to provide input on the wording and intent of the policy. In addition, the committee suggested that the survey ask faculty if any part of the policy would be difficult for them to implement in their classroom without additional support. Ms. Shub will consolidate the committee’s suggestions and prepare a draft survey.

**Data source:** None

**Action:** Ms. Shub will create a survey for the faculty and send it to the committee by email. Once the committee has had a chance to review it and make revisions, the final version will be sent to Dr. Sass for her review. The final survey will be sent to all full-time faculty.

**ITEM 2.      Campus Forums – The Role of the Facilitator**

**Discussion:** Helen Shub reminded the committee that the purpose of these forums is to convey to all faculty the changes that are happening at the state level regarding general education. Faculty will have the opportunity to participate in round table discussions to review the College’s current general education philosophy and learning outcomes within the context of the statewide changes. The committee members will be expected to participate in all four campus events as facilitators of the round table discussions. In order to be able to

gather consistent information from all the tables, the committee developed a series of bullet points that Ms. Shub and Dr. Jennifer Campbell will utilize to create a standard form. It was also suggested that preliminary information about the statewide changes should be sent to faculty prior to winter break and then again, as a reminder, after the break.

Data source: None

Action: Ms. Shub will send the most current state document to the committee. She and Dr. Campbell will also prepare a draft of the form that the facilitators will use at the round tables and send it to the committee for their review and comments. Ms. Shub will ask Dr. Sass about sending out information to the faculty prior to winter break.

### **ITEM 3. Videos (Writing Skills) – Initial Discussion**

Discussion: The reception by faculty to the video “Rotten Riting” was so overwhelmingly positive that the committee has expressed an interest in creating more videos to assist in the “Writing across the Curriculum” effort. Professor Robin Fiedler has agreed to direct a series of videos and Helen Shub reported that MTIS has also agreed to assist with the equipment and technical support. Although the initial focus of the videos will be the application of the Gordon Rule policy, the audience for the videos will be all faculty. The ultimate goal of this project is to find engaging ways to provide resources for all faculty to assist them in incorporating college-level expectations for student writing into their curriculum.

Data source: None

Action: None

Meeting adjourned at 11:45 am.

Submitted by:

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Helen Shub, Scribe