

PALM BEACH STATE COLLEGE

MEETING Minutes
General Education Assessment Committee/QEP Implementation Team
Friday, August 31, 2012
10:00am – 12:00 noon
CBP 201, Lake Worth

Attendance:	Jennifer Campbell <input type="checkbox"/>	Caroll Capers <input checked="" type="checkbox"/>
Eliana Carvalho Mukherjee <input checked="" type="checkbox"/>	Carleton Chernekoff <input checked="" type="checkbox"/>	Lyam Christopher <input checked="" type="checkbox"/>
Tcherina Duncombe <input checked="" type="checkbox"/>	Brian Findley <input checked="" type="checkbox"/>	Robin Hoggins-Blake <input checked="" type="checkbox"/>
Manuel Larenas <input checked="" type="checkbox"/>	Daniel McGavin <input type="checkbox"/>	Marcie Pachter <input checked="" type="checkbox"/>
Karen Pain, Co-chair <input checked="" type="checkbox"/>	Ginger Pedersen <input checked="" type="checkbox"/>	David Pena <input type="checkbox"/>
Ana Porro <input checked="" type="checkbox"/>	Richard Reeder <input checked="" type="checkbox"/>	Helen Shub, Co-chair <input checked="" type="checkbox"/>
Debra-Anne Singleton <input checked="" type="checkbox"/>	Warren Smith <input checked="" type="checkbox"/>	Melissa Stonecipher <input checked="" type="checkbox"/>
Kristy Taylor <input checked="" type="checkbox"/>	Patrick Tierney <input checked="" type="checkbox"/>	Zyanya Torres <input checked="" type="checkbox"/>
Connie Tuisku <input checked="" type="checkbox"/>	David Wells (optional) <input checked="" type="checkbox"/>	Elizabeth Wilber (optional) <input type="checkbox"/>
Mindy Yale <input checked="" type="checkbox"/>		

ITEM 1. Updates

Discussion: General Education Assessment: Ms. Shub reported that because of the extension of drop/add deadlines which resulted with the College closures during Tropical Storm Isaac, sampling for the fall assessment cycle has been delayed. Committee members will be notified when faculty are ready to be contacted.

Workshops: Committee members were reminded that they should be considering topics for spring workshops. Topics will be selected by 9/28.

Instructional deliverables: Ms. Pain provided two summary handouts that will also be posted in Blackboard. Committee members were asked to be ready to identify targets for improvement by 9/28. Instructional deliverables will be submitted at the end of either the fall or spring semester.

Data source: Instructional Deliverables Overview, Sept 2012 Draft; Producing an Instructional Deliverable, Sept 2012 Draft

Action: Ms. Shub will notify committee members with faculty contact after assessment sample is drawn; committee members will bring workshop topics with them on 9/28

ITEM 2. Sign-ups

Discussion: Members of both committees selected appropriate activities for the academic year and selected tentative dates to host campus focus groups. There was some discussion regarding the intent of the focus groups with no firm decision made.

Data source: 2012-2013 planning report for committees

Action: Ms. Pain will summarize the intent of the focus groups and send to committee members with the proposed schedule for each campus. Conversation points will be presented in the summary and will be up for discussion at the next joint meeting (9/28).

ITEM 3. Plan for General and Embedded Assessment

Discussion: The committees reviewed the scenarios and rubrics for the general education learning outcomes and discussed revisions to the scenarios for information literacy and critical thinking. Connie Tuisku made suggestions to revise the information literacy scenario; the suggestions were accepted unanimously.

Ms. Shub also presented the rubric that will be used in this fall's pilot to measure student writing in non-English courses this semester. Discussion confirmed plans to select the random sample of students this semester. The rubric will be withheld from faculty teaching selected sections only the first time so that a true baseline can be obtained. The assessment committee will be responsible to apply the rubric to the student work.

Data source: Rubric and rubric explanation for scoring student writing in non-English courses

Action: Ms. Shub will move forward with IRE in obtaining the fall sample for the general education learning outcomes assessment.

ITEM 4. Critical Thinking Scenario and Rubric

Discussion: Ms. Shub presented the revised scenario and rubric. Previous concerns related to the lacking complexity in the revision had been addressed and the committee decided that the most recent revision should be integrated into the assessment process this fall. The rubric had been revised by members of the QEP and assessment committees based on scoring session results in the spring 2011 semester. Suggestions for additional revisions were made and agreed upon, but some members expressed an interest in reviewing the scenario once more.

Data source: 2012 revision of the critical thinking scenario; 2012 revision of the critical thinking rubric

Action: Ms. Shub will make the suggested edits and send the updated scenario to committee members immediately. Comments to be considered for the final version must be received by Tuesday at noon.

Submitted by:

Helen Shub/Karen Pain, Scribes