

General Education Assessment Team Meeting

October 11 and 13, 2017

Roosevelt Hall Conference Room 109

12:00 – 1:00 p.m./3:00 – 4:00 p.m.

Minutes

Members Present: Mallory Koci, Jim Costello, Kristy DeKat, Maire Johnson, Deborah Hann, David McKenzie, Rich Sleezer, and JoLanna Kord.

1. Meeting Times for the remainder of Fall 2017

The GEAT will meet for the following times up through December (end of term).

	Wednesday	Friday
October	11	13
October		20
October	25	
November		3
<b>*November (cancelled)</b>		<b>17</b>
<b>*November (cancelled)</b>	<b>22</b>	
December	6	8
<b>*January 12<sup>th</sup> (2:00 p.m.) Roosevelt Room 109 – Bring Calendars for Spring Meeting Planning</b>		
<b>*Remove November 17 and 22 from your schedules and add in the January 12<sup>th</sup> meeting.</b>		

2. Date for Reports – December 6<sup>th</sup> is the due date for submitting your reports on the syllabi review and the assessment documents review. Upload completed report documents to the GEAT area in compliance assist – each of you has your own assigned folder. Questions, call Jo Kord and she can help you out.
3. Designing Questions for General Education Goals 2 and 3 Survey – Prior to the meeting a copy of the survey used by GEAT I for the General Education Goal 1: Core Skills was sent to the group electronically via email attachment. The survey will also be placed in the Other Pertinent Documents for GEAT folder in compliance assist.
  - a. Some of the Specifics for the Survey
    - i. The goal is to have the survey questions identified for each of the GE Goals 2 and 3 prior to the end of the fall term. This allows time for the survey to be built over the winter break (Jo and Rich) with time to edit at the beginning of the spring 2018 term.
    - ii. Each GEAT member is to write up questions to share at the next set of meetings (Oct. 20 and 25). Use the GEAT 1 survey for ideas, but don't feel like you have to do the same thing, it is ok for the survey to be directly applicable to goals 2 and 3.

- iii. We will continue to craft the surveys throughout the rest of the fall 2017 term.
- iv. The survey will launch the first week of February in spring 2018.
- v. The survey will include both goals with skip logic built in to allow for general education faculty to respond to either or both goals as it relates to their specific general education course(s). Faculty wanting to respond to the survey for more than one course will need to complete the survey for each separate course.
- vi. The survey will be sent to all faculty (not GTA) assigned to teach a general education course any time during Academic Year 2018 (Summer 17, Fall 17, Spring 18).

4. Meeting adjourned