

## General Education Assessment Team Meeting

February 3, 2017

3:00 – 4:00 p.m.

### Minutes

- I) Building the General Education Program Goal Evaluation Survey
  - a. Survey questions for each of the 4 core skill objectives – the team discussed the initial survey design, added additional survey questions, and edited the questions in the initial draft survey built by Jo and Rich. This step was critical as it provided the specialization of survey items and assignment types by faculty experts.
  - b. Survey design – the team discussed the first page of the survey and how they anticipated faculty to navigate the survey. Many changes were made including the addition of an opt out question and the ability for respondents to complete the survey for multiple objectives using skip and page logic.
  - c. Miscellaneous survey items – team members were encouraged to continue to edit the survey and send edits electronically to Jo. This process had at least three iterations and as the team progressed the goal was to finalize the survey instrument at the next meeting.
- II) Next meeting scheduled for February 10<sup>th</sup>, Roosevelt Hall Room 109.