**General Education Committee**

**Meeting Agenda**

**November 12, 2019 at 4 p.m.**

**HSS 3035**

**Members present:** David Harding, Lillie Fears, Karen Yanowitz, Sarah Davidson, Gary Edwards, Marc Williams, Robert Schichler, Hong Zhou, Rebecca Oliver, Bethany Seaton, Gauri Guha, Ferebee Tunno

**Ex-officio, non-voting members present:** Joseph Loar, Karen Wheeler, Summer DeProw

**Staff Support:** Mary Elizabeth Spence, Madeline Prestidge

1. Meeting minutes from October 29, 2019

 Motion: Oliver

 2nd: Seaton

The minutes were approved.

1. Update from Subcommittees, I, II, and IV

 **Subcommittee I:** Davidson explained the Biology report first: in classes 1003 and 2103, the suggested template is not used; so one of their recommendations is to use the same template so there are no discrepancies. They also recommended the department use Blackboard more in their assessments. The subcommittee wants Biology to do an interim report because they have significant problems in their assessment pieces. Additionally, they were unsure if their content was aligned with assessment, or if they have been doing the assessments the same way. This is true for both Biology classes: there isn’t a clear action plan for assessment. Another recommendation is that Biology works closely with Nursing so that they can see how they do their work. The “interim” report is meaning that their original work did not meet the requirements and they would like for them to have the opportunity for a re-do. The report itself is written well, but it seemed like it needed more faculty collaboration.

 **Subcommittee II:** Yanowitz said their subcommittee also recommended an interim report. The subcommittee is requesting more information to clarify some confusion. They also did not have Honors section data. The report shows a 70% completion rate, but the subcommittee is not sure this is correct as there is so much other information is missing. They also focused on the benchmark; it’s not that it was unclear, but the data they presented did not address what it should have. They need an additional data analysis, and there were a lot of other data discrepancies. The subcommittee suggested an item analysis and encouraged the department to talk to Dr. DeProw so they can have some guidance. The subcommittee did not see an action plan from them, which they would like to see moving forward. There is a loose action report, but it is scattered and did not use the required template. There is a data collection problem, and a lot of internal work to be done within the department. The two committees came to the same conclusions that there should be an interim report.

Oliver said they have done the review of General Chemistry I, but thinks whatever will be decided with Biology should probably be decided for this course, too. Asked if the committee, for consistency’s sake, would ask for the reports to be submitted all at the same time.

**Harding recommends the committee votes if they would accept the subcommittee reports and the motion to request an interim report from the Biology department.**

 Motion to approve: Davidson

 Second: Fears

 All are in favor.

 Oliver asked how the request for the interim report will be communicated to the departments, and Guha asked how to ensure they will follow through with it. Guha thinks there should be more direction and encouragement for the departments to work with the Assessment Office. Oliver asked if the recommendation be that the interim reports be expected in Fall 2020 or Fall 2021. Yanowitz thinks the summer isn’t a good indicator of the year, so perhaps Spring 2021 would be a good suggestion; this way, it’s not too rushed and not too drawn out. There could be incentive with the mini-grants that are available. The committee is in agreeance that they want to know that the department has met and that they know what is expected of them; perhaps asking that they give a progress report. Schichler suggested a department representative to come to a GEC meeting to give this progress update. Loar asked if the subcommittees could meet with certain leaders and ask how they are doing things rather than telling them what they are doing wrong. The committee is in agreeance that they ask the Biology department to decide what they’re doing next semester, then give their interim report in Fall 2020.

Oliver moves that all six courses discussed in this meeting will meet during Spring 2020 to discuss either all six courses as a group or individually to determine new and improved assessment plans. These will be implemented during the 2020-2021 academic year with interim reports due October 1, 2021. This will include data collected for Summer 2020, Fall 2020, Spring 2021, and Summer 2021. Harding suggests that the committee should ask for an update by April 15, 2020. All are in favor.

Harding motions to adjourn, Oliver calls the question.