UWG General Education Assessment Committee Meeting

August 21, 2019 | 3:00 to 4:30 p.m.
TLC Room 2237

A. Call to Order

A. Insenga called the meeting to order at 3:04 p.m.

1. **Present**
   A. Insenga, A. Austin, R. Bronkema, J. Cook, A. Gaquere, C. Leach, S. Sykes, A. Thomas, D. Williams, D. Yoder, and R. de Mayo
2. **Absent**
   J. Black and D. Jenks
3. **Approval of Minutes**
   Meeting minutes from August 1, 2019, were approved unanimously by voice vote.

Agenda

B. Updates

1. **Work Group Leaders, updates and introductions**
   - New GEAC Committee members were announced and introduced including S. Sykes and C. Leach, the new Core Area A2 Co-Work Group Coordinators. J. Black (*absent*) was also announced as the Core Area A1 Work Group Coordinator.
   - A. Insenga updated the committee on the multitude of meetings taking place across campus and in all core curriculum areas. She then reviewed the two most commonly raised questions asked during her meetings so far:
     - Will assessors from outside the department be reviewing our students' work? - No, unless the assessor is a qualified content expert agreed upon by the GEAC and the department.
     - Will there be recommendations from those outside the department? - Yes, but only as part of the Core Area Work Group's response to the results as part of the overall program, comprised of all of the courses in a core area and across multiple departments (*if applicable*). A continuous and systematic collaboration between Work Groups and departments will also be maintained.
2. **Storage and Assessment Processes, brief update**
   - A. Insenga and A. Thomas discussed the limitations of using Course Den as storage for General Education CAP LO artifacts and presented the use of Google's Shared Drive as the most viable option, particularly given the amount of storage space that will be required.
   - Also discussed were the benefits of using Google Forms to create rubrics with specific scoring criteria tailored to each assessor, and its ability to export the rubric/scoring data directly into an Excel spreadsheet.
   - Furthermore, creating a Google Shared Drive will allow GEAC to turn on and off access for those faculty selected to upload CAP LO artifacts each

term as well as set custom permissions for work group coordinators, members, and assessors.
- The meeting with Dr. Cathi Jenks to discuss the methodology of selecting a stratified random sample is scheduled for Thursday, August 22, 2019.

3. **Work Group formation, call for and start of meeting(s) = current goal**
- A. Insenga emphasized that the current primary goal of committee members should be getting their Core Area Work Groups together with at least one representative from each of the departments offering courses in that core area if possible.
- Core Area C is still without a Work Group Coordinator; however, A. Insenga has been in contact with Dean Gagnon about possible recommendations.

C. *New Business*
1. **Assessment Plan template for each CAP**
- Discussion tabled
- Request: Approval Pending
2. **Standard rubric performance measures and basic proficiency level**
- After much deliberation, the committee agreed on a standardized four-point Likert scale for all General Education Assessment Rubrics across all Core Areas.
- *4 = Exemplary; 3 = Proficient; 2 = Developing; 1 = Unsatisfactory*
- Request: Approved
3. **Revision to Framework to reflect performance measures and basic proficiency level**
- Committee members debated setting the General Education Program goal at 75% or 70% of students achieving a 3 (Proficient) or better across all CAP Learning Outcomes and decided that starting at a 70% success criteria was best.
- *success criteria is defined as at least 70% of students achieving a 3--proficient--or better in the CAP LO*
- Request: Approved
4. **No GE CAP Course Assessment during Summer Semester**
- Request: Approved

D. *Old Business*
1. **GEAC Charter**
- Request: Approval Pending (*Quorum Required)
2. **Use of Value Rubrics and Summer Examples (Google Drive)**
3. **Staying the course: 10/15 deadline**

E. *Announcements/Discussions*
1. **Reminder: General Assessment Forum**
- September 5, 2019, from 3:00 to 4:30 p.m. in Room 108.3 of the Campus Center
2. **Core Course Section Data Requests**

- R. de Mayo asked that all course data requests be sent through her instead of submitting them directly to Elaine Harper.

F. Adjournment
Meeting adjourned at 4:46 p.m.