

General Education Council
Meeting Minutes
July 23, 2008
1:00 p.m.

Present: Byron Brown, Kristina Cragg, Sheri Gravett, Anita Hufft, Jane Kinney, James LaPlant, Kent Moore

Absent: John Gaston, Brian Gerber

1. Minutes from the July 2 meeting were unanimously approved.

2. Focus on items 5-6 of the Council's charge:

- Collect, examine, and report on current assessment data on the core curriculum, in particular looking at how well student learning outcomes for the core curriculum are currently being met.
- Develop and implement an assessment plan specific to the core curriculum.

3. Collecting, Examining, and Reporting on Current Assessment Data:

K. Cragg provided two handouts with matrices. One connects Gen Ed outcomes with NSSE questions; the other connects Gen Ed outcomes to Gen Ed courses/requirements. She mentioned that SACS may be looking for this type of matrix. (All handouts were distributed to Council members at the meeting and are available to view in West Hall, room 120.) The Council approved using more than one year's worth of data for the NSSE questions in the matrix.

S. Gravett provided a copy of an email sent by Dr. Levy to department heads asking for them (and their departments) to complete the General Education Outcomes Matrix. This form should also help remind faculty that the appropriate VSU General Education Outcomes should be stated in all faculty syllabi and should also be linked to program outcomes.

4. Developing an Assessment Plan:

The list of core courses in Areas A-E from the July 2 meeting will be the starting point for the assessment plans the Gen Ed Council is developing.

J. LaPlant provided information on assessment plans from other institutions.

B. Brown produced several designs for embedded assessments. He suggested breaking the VSU 8 General Education Outcomes into more measureable benchmarks or performance standards. He provided two handouts of trial matrices. The first is a process where faculty members do the following: (1)break down the general outcomes into benchmarks, (2)refine the benchmarks into measurable statements, (3)identify the courses that address each benchmark, and (4)identify the methods used to assess each.

The second matrix shows what could be sent to the departments after the outcomes have been broken down into Primary and Secondary benchmarks. The departments would identify how many benchmarks are covered in each area in their departmental courses.

The next handout was an example of shared core curriculum standards from the English department. It was added to the handouts as a sample of assessment for the council to review.

Council members discussed developing a pilot project in which faculty members who teach in each of the five core areas develop assignments, pilot rubrics for those assignments in their area, and institute them in the spring. More discussion ensued and the council agreed that bringing the faculty in on the assessments and keeping the pilot small would be a good idea.

A. Hufft told the council that she will pass on assessment data from the nursing program from the last four years to Strategic Research & Analysis for more in-depth analysis. K. Cragg mentioned that her office will do all it can for the Gen Ed Council. All types of assessment are important for analyzing where improvements can be made.

5. S. Gravett called for suggestions on how to communicate effectively about this assessment process. There will be a web page for the General Education Council that could be linked to the Academic Affairs homepage as well as to the University Assessment Council's homepage.
6. J. Kinney showed the council the draft of the Assessment of Evaluation questionnaire developed by the UAC council for the academic department heads and administrative unit heads.
7. J. LaPlant made a motion that the General Education Council move forward with the pilot project on embedded assessments in key classes. A. Hufft seconded the motion, and the council approved it unanimously. S. Gravett will write up a proposal for the council to approve. K. Cragg reiterated that SRA will be working in the background, mining data, while the council moves forward on the embedded assessments.
8. All council members will submit their tentative fall schedules to S. Gravett and the meeting times for the 2008 fall semester will be disbursed through email within a week or so. The next meeting will be in the last week of August; the exact date will be emailed shortly.
9. The meeting was adjourned at 2:26.

Respectfully submitted,
Victoria Wood, Secretary
Accreditation Compliance