

General Education Assessment Team Meeting

1-16-2019

Butcher Education Center – Room 016

3:00 – 4:00

Minutes

- I. Review Minutes – The minutes were distributed prior to the meeting along with links to the preview versions of the general education goal 4 faculty survey. Prior to the meeting the GEAT was to review the survey and be prepared to provide guidance, edits, and updates to confirm the survey and prepare it for distribution.

- II. Review Survey – The team reviewed the survey and make recommendations to improve the question items and to create clarity in some of the language used. There were some changes to the actual questions and the electronic version of the changes was sent to Jo to update the survey. The new preview version will be sent out for review and to finalize with a timeline of launching to the faculty as previously planned in early February.

- III. Review Course List – Survey Recipients
 - a. The initial list of faculty assigned to teach courses numbered 100-499 was shared with the team. We looked briefly at how the data was presented and discussion ensued about whether or not to include Graduate Teaching Assistants in the recipient list. We also talked about whether or not some faculty may not be a good match to include in the survey invite based on the courses they were instructing. No final decisions were made and it was deemed important that Shawna’s opinion was important in this discussion as well. She was unable to attend the meeting. We have time to finalize the survey distribution list and we are wanting to ensure that we are inclusive and accurate in determining the individuals who are invited to provide their inputs.

 - b. The invite text from a previous faculty survey was provided to the team to start the conversation about developing an appropriate invite that confirms the intentions of the GEAT and to encourage faculty participation in the survey. The invite text was deemed extremely important in providing faculty the rationale for the importance of sharing their knowledge and insights.

- IV. Meeting adjourned at 4:05 p.m. The next GEAT – Goal 4 group meeting is scheduled for February 6, 2019.