

General Education Assessment Team Meeting

1-18-2019

Butcher Education Center – Room 016

2:00 – 3:30

Minutes

- I. Review Minutes – The minutes were distributed prior to the meeting along with links to the preview versions of the general education goal 6 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 some additional items added. The GEAT will send an email to Jo if they have additions to selection options for the topical/technical areas (Q13) and data sources (Q14). 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 mid-February.

- III. Review Course List – Survey Recipients
 - a. We discussed whether or not to include Graduate Teaching Assistants in the recipient list. It was thought that being able to filter the results by instructor type would allow for GTA responses to be gleaned from the data, if necessary. We have time to finalize the survey distribution list by the survey launch date.

 - b. The invite text from a previous faculty survey was provided to the team to review. We will want to come up with an original invite text, the sample was provided to serve as a starting point. We can confirm the invite text at our next meeting.

- IV. Meeting adjourned at 3:40 p.m. The next GEAT – Goal 6 group meeting is scheduled for February 8, 2019. The meeting will begin at a new time 2:15 instead of the previously scheduled start time of 2:00 p.m.