

## **General Education Assessment Team Meeting**

2-6-2019

Butcher Education Center – Room 016

3:00 – 4:00 p.m.

Minutes

- I. Let the minutes reflect that the on-site meeting was canceled due to inclement weather conditions. The work scheduled for completion during the meeting was transitioned to email communications, electronic sharing of documents, and updated survey reviews as linked in emails. The edits previously provided by the GEAT were incorporated into the survey, and the final version of the Goal 4 Faculty Survey was confirmed.
- II. The final version of the email invite text was provided in an email attachment from Carol Lucy. It was also reviewed by Jo and Rich, prior to placement in the survey invite.
  - a. 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.
  - b. The invite text was deemed extremely important in providing faculty the rationale for the importance of sharing their knowledge and insights.
  - c. The launch dates for the survey are February 14<sup>th</sup>, 20<sup>th</sup>, and 26<sup>th</sup>.
- III. The survey contains a question asking participants to select their appointment type and this question includes faculty, staff, administrator, and graduate teaching assistant options. This was deemed important and relevant, as we can disaggregate the data based on appointment type, if the need arises.
- IV. Meeting was held electronically, thus no call for adjournment. The next GEAT – Goal 4 group meeting is scheduled for March 20, 2019.