

General Education Assessment Team Meeting  
March 16, 2018  
Butcher Hall Conference Room  
3:15 – 4:15 p.m.  
Minutes

Members Present: Mallory Koci, Alivia Allison, Maire Johnson, Dave McKenzie, David Westfall, Jim Costello, Deborah Hann, Rich Sleezer, and JoLanna Kord

1. Timeline for Reports on Faculty Survey – The results and final project report are due on Friday, April 27<sup>th</sup>.
2. Update – Syllabi and Assessment Practices Report – Additional Syllabi are being uploaded to the Planning module in Campus Labs for review by the GEAT. These syllabi represent the spring 2018 term.
  - a. GEAT are to update or make additions to the previous report submitted in December (syllabi review).
  - b. Specifically, a further inspection of whether or not the affiliated General Education goal is listed in the syllabus (thumbs up or down).
  - c. If the syllabus has a learning outcome dedicated to an inferred general education goal (thumbs up or down).
  - d. And, if the syllabus Learning Outcomes are well written using action verbs and descriptive enough to be measurable (thumbs up or down), using Blooms Taxonomy verb handout.
3. Plan Timeline for Final GEAT Project Report – Once all reports (Syllabi Review and Faculty Survey Report) have been submitted by uploading into the Planning Module in the respective individual folders, Rich and Jo will team to consolidate the reports into a GEAT Annual Project Report. The Goal is to have this report done by the third week of May. It will be forwarded to the GEAT for review and final thoughts before Jo and Rich write an executive summary written to accompany the report. All documents will be shared among GEAT before any distribution is made to the campus community.
4. Open Discussion – Adjustments to GEAT meeting schedule as follows:
  - a. April 6<sup>th</sup> GEAT meeting is cancelled
  - b. April 20<sup>th</sup> GEAT meeting is still as scheduled as it is a week prior to due dates for final Project Reports (syllabi review and faculty survey review)
  - c. May 4<sup>th</sup> GEAT meeting may be held or cancelled depending on progress, we will determine at a later date.
5. Meeting Adjourned at 4:05 p.m.