

General Education Assessment Team Meeting  
April 20, 2018  
Butcher Hall Conference Room  
3:15 – 4:15 p.m.  
Minutes

Members Present: Andy Houchins, Mallory Koci, Alivia Allison, Maire Johnson, Dave McKenzie, Deborah Hann, Kristi Dekat and Rich Sleezer

1. Timeline for Final Reports being due on Friday, April 27, 2018 is appropriate. Keeping communication lines open is important if the reports are going to be tardy due to timing at the end of the semester.
2. Progress Reports – It was confirmed that the syllabi now under review are from the spring 2018 term (or the most current versions of syllabi submitted by General Education faculty). The previously reviewed syllabi were from the spring 2017 and fall 2017 terms.
3. The GEAT are in the process of uploading all syllabi review findings in the planning module of campus labs. These findings will be combined by Rich and Jo to present an overall review of the GEAT's individual works.
4. The outcomes of the review of the faculty survey and the feedback by GEAT related to the survey and other observations about the data are to be included in final reports.
5. As a part of the final reports, it is important for GEAT to make recommendations to be presented to the Council on General Education to be addressed in the upcoming 2019 academic year.
6. It was determined that the May 4<sup>th</sup> meeting did not need to be held.
7. Meeting Adjourned at 3:50 p.m.