

General Education Assessment Team Meeting

October 20 and 25, 2017

Roosevelt Hall Conference Room 109

12:00 – 1:00 p.m./3:00 – 4:00 p.m.

Minutes

Members Present: Andy Houchins, Mallory Koci, Jim Costello, Alivia Allison, Kristy DeKat, Maire Johnson, Deborah Hann, David McKenzie, Rich Sleezer, and JoLanna Kord.

1. The GEAT reviewed survey questions and discussed the purpose of the survey and how best to approach the question formats to gain as much information as possible about how the current general education curriculum is addressing GE Goals 2 and 3.
2. The survey used by the GEAT I was copied and revision has begun. Jo showed a few of the questions and how the survey would be designed with skip/page logic so we can include both goals in one single survey. The survey is in its very early stages and some of the questions were altered and added as a part of the Friday meeting. On the following Wednesday we had more of a discussion based meeting with questions being shared.
3. Next Steps
 - a. Everyone was to upload their questions into the GEAT compliance assist interface.
 - b. Jo will add in the questions and send out preview versions for everyone to edit prior to the November 3 and 8 meetings.
 - c. On November 3 and 8 we will continue to modify the survey until it meets our needs.
 - d. Our goal is to have the survey completed and the invite text written prior to the conclusion of the fall 2017 term.
 - i. The survey will launch the first week of February in spring 2018.
 - ii. The survey will be sent to all faculty (not GTA) assigned to teach a general education course any time during Academic Year 2018 (Summer 17, Fall 17, Spring 18).
4. Reminders:
Meeting Times for the remainder of Fall 2017

The GEAT will meet for the following times up through December (end of term).

	Wednesday (noon)	Friday (3:00)
November		3
November	8	
December	6	8
January		12 (2:00 p.m.)
*January 12th (2:00 p.m.) Roosevelt Room 109 – Bring Calendars for Spring Meeting Planning		

Date for Reports – **December 6th** is the due date for submitting your reports on the syllabi review and the assessment documents review. Upload completed report documents to the GEAT area in compliance assist – each of you has your own assigned folder. Questions, call Jo Kord and she can help you out.

5. Meeting adjourned