

General Education Assessment Team Meeting

November 3, 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 continued to revise and edit the General Education Faculty Survey instrument by deleting redundant questions and refining the question language. This occurred over the course of both meetings with the team providing individual contributions and suggestions.
2. Next Steps
 - a. Jo took the information from both meetings and edited the survey in the Baseline tool and sent out the preview link to the team on Monday after the meeting.
 - b. The GEAT is to review the survey and be prepared to make final edits at our next meetings on December 6th and 8th.
 - c. Upcoming meetings will focus on the Invite text for the survey.
 - d. Jo will confer with the team on launch dates to be set up in the Spring 2018 term.
3. Reminders:
 - a. Meeting Times for the spring 2018 term will be determined at our January meeting.
***January 12th (2:00 p.m.) Roosevelt Room 109 – Bring Calendars for Spring Meeting Planning**
 - b. 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 will help you out.
4. Meeting adjourned