

General Education Assessment Team Meeting

December 6 and 8, 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 Invite text for the General Education Faculty Survey was completed along with two reminders. The launch dates are set up for February 5th, 14th, and 28th. The survey will close on March 4th.
2. The survey was reviewed by the GEAT and a few question edits were shared. Jo sent out an outline of the survey and also the preview version, so the GEAT can continue to work through the updates to questions. These updates should be sent to Jo no later than January 4th. When we meet next on January 12th, we should plan on finalizing the survey, so we can meet launch timelines.
3. FYI – Reports should have been submitted in Campus Labs, as soon as we have access to download the reports submitted, Rich and Jo will review the documents and we can go over them as a group in our January 12th meeting. We are not anticipating additional work to be done on behalf of GEAT, but rather to share an overall summary of the conclusions of the individual reports.
4. Reminders:
 - a. **Next Meeting January 12th (2:00 p.m.) Roosevelt Room 109 – Bring Calendars for Spring Meeting Planning**
 - b. Syllabi and Assessment Review Reports are now due. Upload completed report documents to the GEAT area in compliance assist – each of you has your own assigned folder. If you are needing to review syllabi and are unable to open files due to Campus Labs upgrade of the Planning module, you can submit syllabi review reports after the winter break. Jo will keep us posted via email when she is notified by Campus Labs that the files are reviewable. Questions, call Jo Kord and she will help you out.
5. Meeting adjourned