

**General Education Council
Meeting Minutes
September 8, 2008
1 p.m.**

Present: Byron Brown, Kristina Cragg, John Gaston, Brian Gerber, Sheri Gravett, Jane Kinney, James LaPlant, Kent Moore

Absent: Anita Hufft

1. Approval of the Minutes

A motion was made to approve the minutes from the August 25 Gen Ed Council meeting. The motion was seconded and approved unanimously.

2. Discussion of organization of general education assessment plan:

- The Council examined the General Education Matrices submitted by the departments participating in the Pilot Project and decided to look at outcomes 3, 4, 5, & 7 for the initial phase of the Pilot Project. Faculty are currently being recruited from the following departments:

-  Communication Arts
-  Mathematics
-  Psychology
-  Biology
-  English

3. Discussion of Organization of Pilot Project:

- Stress to faculty volunteers that assessment is on outcomes rather than courses.
- Host an organizational meeting for the group of faculty volunteers.
- At this meeting, volunteers will decide which two of the four outcomes would best apply to their course and begin to develop embedded assessments for them.
- The group as a whole would make sure that all four outcomes would be tested in at least two different departments/classes.

4. Report on Faculty Recruitment for the Pilot Project:

John Gaston, Brian Gerber, and James LaPlant reported that the recruitment of faculty volunteers is in progress and should be completed by Wednesday, September 10, 2008.

J. Kinney reported that there are enough funds in the QUE grant to give small stipends to 15 volunteer faculty.

5. Revision of memo to faculty volunteers and schedule planning:

Council members suggested further revisions to the memo that will be sent to the faculty volunteers. As soon as the list of volunteers is finalized the memo will be sent, and an organizational meeting will be scheduled. S. Gravett requested that everyone email in their schedules for next week so that the faculty volunteer orientation meeting could be set up before September 19.

6. List of supplementary materials for faculty volunteers:

At the orientation meeting, the Council plans on covering the reasons for putting together the Pilot Project. The volunteers will be given examples of assessments and copies of the outcomes and related performance benchmarks that they will be assessing. Resources on developing embedded assessment will be available to the faculty volunteers in the Accreditation Compliance office – texts, workbooks, and sample embedded assignments and programs from other institutions.

Motion to adjourn at 2:05 was seconded and approved unanimously.

vrw