**­General Education Council**

**Minutes**

**August 23, 2018**

**10:00 am - 12:00 pm, West Science 2803**

**Present**: Mike Burgmeier, Jim Cantrill, Brent Graves, LaMart Hightower, Lanae Joubert, Judy Puncochar, Kim Rotundo, Brian Zinser

1. **Approval of Minutes:**
   1. Minutes of 06/21/2018. Approved.
2. **Reports: Chair**
   1. **Assessment Reports**

We discussed the upcoming plan for assessment. Effective Communication & Scientific Inquiry will be the first two components assessed in the fall of 2019. We clarified that the “current semester” = winter semester or the most recent semester, prior to the fall of the year of assessment.

Jim plans to meet with Deans, Department Heads & Directors, then on to College meetings, then Department meetings, and finally individual faculty. He has been discussing with Jason Nichols (Institutional Research) the idea of using Qualtrics as the method for submitting assessment reports to the GEC. We will need to decide how the GEC will review reports once they have been submitted.

Council members provided feedback on the template and BC415 sample report Jim developed. We will need to document and advertise the process/procedure including consequences of not submitting assessment reports. The sample report demonstrates how the assessment process can be simplified. As Jim meets with faculty, he will convey that they can modify their assessment plans before reports are due in order to make this process easier.

* 1. **Meeting Schedule**

After some discussion (at the meeting and the subsequent email exchange following the meeting), we decided that Thursday afternoons from 2:30-4:00 work best. Our next meeting is scheduled for September 13. Brent will contact Lisa Mattson to reserve WS 2803. Fall 2018 meeting dates will be as follows:

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| --- | --- | --- |
| ~~August 23, 2018~~ | September 13, 2018 | September 27, 2018 |
| October 11, 2018 | October 25, 2018 | November 8, 2018 |
| November 29, 2018 | December 13, 2018 |  |

1. **New Business**
   1. **Election of 2018-2019 GEC Officers**
      1. **Vice-Chair** Wendy Farkas. Elected.
      2. **Secretary** Lanae Joubert. Elected.
   2. **Role of Director of Assessment and Accreditation**

Judy’s role will be to assist with the process and assessment of the General Education program. She will not take part in the review of individual course assessment reports.

1. **Old Business**
   1. **Revised Rubrics – Wendy Farkas**Tabled
2. **Proposal Review Process**
   1. **Proposal Revisions for Review**
      1. **None**
   2. **Proposals for Initial Review**
      1. **None**
3. **Good of the Order**

Judy indicated that the Assessment of Learning (AoL) & Service Assessment committees have a waitlist of members to serve on each committee.

Brian is the current College of Business representative on the Academic Senate, fulfilling the requirement that every Senate committee have at least one member who is also a member of the Senate (Senate Bylaws, 7.4).

Brent will consult with ASNMU about getting a student representative. Sherri Martinez served last year and may be interested in serving again this year.

Meeting adjourned at 11:30 a.m.

Mike Burgmeier, Secretary