General Education Committee (GEC)  
Wednesday, February 10  
12:00 a.m. to 1:30 p.m.  
408 Mrak Hall  

Summary  

Members: Daniel Cebra (Chair), Ricardo Castro, Zhi Ding, Mark Goldman, Laurie San Martin, Jan Szaif, Becca Thomases, Huaijun Zhou, David Michalski (AF Rep), Inayah Baagee (ASUCD Rep), Debbie Stacionis (analyst)  

Unable to attend: Zhi Ding  

I. Cluster 3 Kickoff Meeting Documents/Information to be given to programs was presented to the committee. Approved by the committee.  

II. Cluster 1 & 2 Assessments – review, discuss, and determine next steps. The goal is to have reports completed by the end of the quarter (March 19).  

III. The committee discussed again the option of having a website or database like SmartSite to use to load all requested documents and the committee could then access those documents for assessment; however SmartSite is being replaced by Campus, so at this point to use SmartSite would not allow access in the future. Other ideas included Box.com which is a drop box. No decision was made, so at this point, programs will continue to submit data to GEC analyst who will distribute to members.  

IV. Assign each member a campus-wide literacy assessment – Daniel would like each member to draft a report for the literacy they reviewed.  

V. Daniel will draft program reports to post on the whiteboard for committee comments.  

VI. Next meeting – The committee will review the self-review template to determine revisions so all revisions are in place in time for the March 9 Cluster 3 kickoff meeting.
January 5 Assessment Meeting
Summary
Attendees: Ed Caswell-Chen, UGC Chair; Ed Dickinson, UIPRC Chair; Daniel Cebra, GEC Chair, Debbie Stacionis, analyst
GEC chair would like to send specific feedback to each program. AS Chair Knoesen suggests that GEC follow the same process as UIPR and forward GEC assessment information to program chairs, Deans and Provost.
GEC chair feels that the GEC report should be kept separate from the final UIPR/UGC report to the Provost. GEC can send a letter to each program with suggested improvements or observations and then write an overall summary of GE assessment of those programs in the cluster to the Provost.

GE courses will be assessed by each program in the cluster to assure the literacies are still being taught; thus program assessment of GE courses will occur every 7 years. GE courses will be determined from data from the Registrar’s office, and a template will be provided to the programs for them to determine the following for each course:

- The course meets learning outcomes for the currently approved area.
- The course will be adapted to meet learning outcomes for the currently approved area, and the instructor will submit a revised syllabus to COCI by a specified date determined by GEC.
- The course meets learning outcomes for an alternate GE area; the instructor will submit a GE course proposal form to request a change to the appropriate area.
The course does not meet learning outcomes for the currently approved area; the instructor will submit a GE course proposal form to request removal of the course from the GE Program.

Sample template

<table>
<thead>
<tr>
<th>Course</th>
<th>Meets LOs</th>
<th>Revise &amp; resubmit</th>
<th>Change GE area</th>
<th>Remove Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 115 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A letter will be sent to program chairs with an explanation and instructions on how to assess courses. Responsibility for assessing each course will be on the instructors. The list of courses and template will be sent to each program chair for them to assign to instructors or determine who will assign to individual instructors of GE courses.

GEC will each year in late February receive the most recent list from the Registrar’s office of all GE courses including enrollment and quarters each class is taught. (Debbie has already put in this request for 2015-16 data for Cluster 3 to Edwin who will pass along to Elias with a deadline of March 1 to receive data.) From this list, GEC will determine what courses they would like to assess for upcoming spring and following fall. The requested courses will be given to programs at the Cluster Kickoff Meeting which will be held in early March.

Requested GE data from programs for Cluster 3 and beyond will include the course syllabus, one exam, one assignment and three pieces of student work from that assignment. The student work samples should consist of one average, one below average, and one above average.

Timeline:

- **January 8**: UGC will finalize UIPR revised section 8 of self-review template.
- **January 15**: GEC will approve assessment plan for Cluster 3 and beyond
- **January 18-22**: Ed, Ed, Daniel and Debbie will meet to prep for Jan. 22 UGC meeting
- **January 22**: UGC will finalize GE assessment plan
- **February**: UIPR & GEC will plan Cluster 3 kickoff meeting
- **March 7-11**: Kickoff meeting for Cluster 3

Daniel will be unavailable March 16 – 29 and plans to leave mid-April for China.