

General Education Evaluation Committee (GEEC)
Minutes of the April 25, 2023 meeting

In attendance: Travis, Paskin, Shin, Hedayatipour, Asvapathanagul, Johnson, Sheridan, Tchen, Washburn, Wallis, Sayegh, Scepanski, Quam-Wickham

Meeting began at 11:03a

M/S Approval of meeting minutes for 3/14, pending corrections.

M/S Approval of meeting minutes for 4/11, pending inclusion of incorporation of Recertification subcommittee minutes

Chair Travis proposes delay of approval until end of meeting.

Elections for 2023-24 AY: Chair Travis self nominates for chair; Washburn self-nominates for vice-chair; Quam-Wickham agrees to continue as secretary. Unanimous acclamation by members.

Discussion of recertification efforts: Calendar and process for collection of syllabi.

1. Paskin notes that collection will be coordinated with departments; ask that links to e-syllabi be provided to avoid paperwork overload.
2. Sayegh mentions process of academic program assessments – may be able to replicate folder set-up in central sharepoint
3. Wallis asks about issue of how to handle very long (e.g., 10+ page) syllabi. Sayegh and Travis respond that we are auditing syllabi and that most important part of the syllabi are SLOs and GELOs (and alignment). Both note that our Assessment Pilot in the fall will help us determine workload of the GE recertification subcommittee.
4. Wallis raises issue of small departments: How will understaffed departments handle burden of recertification? Some members respond that this duty may fall on department chairs and curriculum committees, rather than solely on administrative support personnel.
5. Travis leads long discussion of how syllabi will be collected. Introduces template of letter to be sent to department chairs re: recertification.

Discussion of assessment efforts: Calendar and processes for assessment.

1. Introduction of template for letter notifying departments of assessment schedule. Note that department chairs will receive this letter at the end of this AY, notifying them that collection of student work will begin in F 23 and Sp 24.
2. Departments will be asked to forward syllabi for courses taught that satisfy A2, D1. Syllabi should be current (for semester taught and submitted). Also require submission of any rubrics and indicate assignments that are used to satisfy identified GELOs to be assessed.
 - a. Question about which GELOs will be assessed in courses with many. Will we assess all? Committee will need to identify which GELOs to be assessed and work

collaboratively with departments to identify which SLOs/CLOs are aligned with GELOs.

- b. Question about what to do with departments that have not yet incorporated GELOs into (old) SCOs or syllabi? Sayegh notes that the roll-out with GE assessment may be bumpy; not the function of the GEEC to police departments. Rather, our responsibility is to work collaboratively and guide departments toward effective recertification and assessment work.
- c. Question about GELOs and recertification prior to assessment? Paskin notes that we hope to create a culture of compliance, suggesting that departments that recertify (or at least reexamine GE courses) will be better situated for assessment. Subcommittee for recertification intends to engage in outreach to close the gap and develop processes that comply with assessment framework.
- d. Travis notes that we do not want departments to duplicate work – recertification and assessment. Best to move forward with both?
- e. Johnson notes that because of potential for heavy subcommittee workloads, we need to distinguish clearly what is involved in each process (recertification and assessment) as well as note that workload will abate over time, particularly for recertification subcommittee.

Discussion of scheduling grid.

1. As we proceed with the pilot assessment next term, how will we determine what other GE areas to schedule for recertification and assessment.
2. Note that preliminary recertification schedule includes hundreds of courses and may not align with assessment schedule. Example: D1 courses.
3. Note that letters will go out electronically to departments notifying them of these schedules. We will collect feedback about responses.

Discussion of revised meeting minutes for 3/14 and 4/11. M/S/approved unanimously.

Meeting adjourned at 12:41p.

Respectfully submitted, NQ-W