

General Education Committee Meeting  
September 14, 2015  
HSS 3035, 3 p.m.

Present: Gina Hogue, David Levenbach, Kevin Humphrey, Sumer DeProw, Topeka Small, Randy Kesselring, Karen Yanowitz, Ilwoo Seok, Ken Hatch, Jerry Ball, Gary Edwards, Pam Towery, Bob Bennett

Absent: Rebecca Oliver, Lillie Fears, Michael Fellure, Argelia Lorence, Toccara Carter

Dr. Levenbach called the meeting to order at 3:05 p.m.

Minutes from 8/04/15 approved.

### **Science review timeline**

- Approved QR form with one change to remove the strikethrough section and set due date of 5 October
- Assessment Office will report on syllabus analysis
- General Education review timeline at website should be updated to reflect changes to bulletin in science courses

### **Music submission**

Reviewed new assessment plan for MUS 2503 and instructed Levenbach to draft for e-mail vote and memo accepting the plan but including certain bits of guidance to the department.

### **QR II planning documents**

Agreed to consider a draft, calling for assessment planning documents in advance of the second round of the Quadrennial Review (Levenbach will draft for committee consideration)

- Departments will be asked for planned instrument, data collection practices, use of assessment results
- Call will include Yanowitz list of tips on problematic issues
- Agreed to create a form for departments to complete for purpose
- Discussion of setting a standard date for QR submissions (i.e., first Monday in October)
- Tentative agreement on due to date for planning documents: early January 2016 for all except Science courses, which will be due by end of spring 2016

Next meeting: September 28<sup>th</sup>