

**General Education Assessment Committee**  
**Sept. 23, 2020**  
**8am, Online via Zoom**

**Present:** David Beougher (Academic Dean), Diana Ebersole (VPA), Sudarshan Fernando (CLAS), Liaoliao Li (COB), Amy Lu (at-large teaching faculty), Christine Núñez (at-large teaching faculty), Amber Pabon (COE), Krista Prock (Office of Assessment), Karen Rauch (Administrative Affairs), Robert Ryan (at-large teaching faculty), and Daniel Stafford (at-large non-teaching faculty).

**Absent:** Undergraduate Student Representative, and John Stanley (GEC).

**Guests:** Bethany French

Amber Pabon called the meeting to order at 8:00am.

**Announcements:**

Dan Stafford has been elected for the open position representing At-Large Non-Teaching Faculty.

**Minutes:**

The minutes from the Sept. 17, 2020, meeting were presented for review.

They were moved by D. Ebersole, and seconded by S. Fernando. MOTION PASSED.

**Old Business:**

K. Rauch motioned to table the Old Business Items, and it was seconded by K. Prock. MOTION PASSED.

**New Business:**

**New Meeting Time:**

A. Pabon asked the committee for available meeting times other than 8am, since she has a standing conflict at that time. Discussion ensued about timing options at the end of the day. GEAC meeting times are being moved to 4pm on Mondays. B. French will send out a revised schedule to all members.

A. Pabon also shared that she will be taking notes via OneDrive and will share them with the committee to review and edit with their own updates at any time, so that there is a shared work-in-progress for everyone to find information.

**Trainer, Rater or Writer:**

A. Pabon shared that the committee needs members to volunteer to lead training of norming sessions, participate as rates, or to help work on writing the upcoming report.

The following members volunteered to lead training sessions: D. Ebersole, C. Nunez, and K. Prock.

The following members volunteered to help with rating student work products: S. Fernando, D. Stafford, A. Lu, C. Nunez, R. Ryan, L. Li, D. Beougher (if permitted) and K. Rauch (if permitted).

The committee was concerned there may not be enough volunteer raters, and discussed allowing the non-faculty members of GEAC (D. Beougher and K. Rauch) to participate in rating student work products. The committee decided to vote on allowing non-faculty members of GEAC to participate as raters: it was moved by S. Fernando, and seconded by D. Ebersole. MOTION PASSED.

D. Ebersole asked about the dates of when to hold the training sessions. How much lead time do we need for the dates so faculty can sign up to volunteer? Discussion on dates and times to hold training sessions ensued. The committee settled on sessions for the following dates and times: 10/5 at 2pm; 10/8 at 11am; and 10/13 at 3pm. D. Ebersole, C. Nunez and K. Prock will meet separately to discuss how to conduct the trainings. K. Rauch stated that B. French will set up zoom links for the training sessions. A. Pabon suggested using SignUp Genius for faculty to sign up as a rater and attend the training sessions.

Volunteers for helping to write the report will be requested later in the semester. K. Rauch noted much of the methodology section is already complete, and we will also need an analysis section done but we are not ready for that yet. Visuals to add to the report will also be needed, such as charts and graphs, and someone could volunteer to help create those. K. Rauch is encouraging people to be prepared to participate with the report, but the focus right now is on training and completing the rating.

D. Beougher recommended asking J. Stanley about what the GEC expects to see or wants GEAC to comment on in the report. K. Rauch added that the Implementation Team has made it a requirement that all assessment reports include recommendations for improvement, so GEAC can discuss the details of that in a later meeting, but will need it to be a section in the report. A. Pabon suggested part of the recommendations may be a literature review on current studies in assessment.

### **Review recruitment email to faculty (for volunteer raters):**

A. Pabon shared her screen so everyone could view the letters. Discussion on the draft letter ensued, and the letter was edited during the meeting.

### **As May Arise:**

K. Prock added that the GAs have done the sample selection for fall, and can begin sending the names out via the GEAC email to faculty. She will draft an email and send it to A. Pabon and D. Ebersole for approval before sending out. S. Fernando thinks sending it out

sooner rather than later with a reminder would be helpful. Discussion on systematizing the submission process.

R. Ryan announced he has the numbers for SLO 8, and asked if anyone wanted him to share them at the meeting. The committee asked him to share the numbers. The average number of prefixes is 14.2 (university wide), with a standard deviation of 4.6, and a confidence interval of 0.3. So, average is 14. K. Rauch suggested breaking the numbers down by colleges and major, as well, to dig deeper into the data. That SLO is about breadth of study, so it would be good to see information based on major minus their major prefixes. R. Ryan requested that he be sent an email with a detailed request of what data analysis GEAC would like to see.

Meeting adjourned at 8:58am

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9/30/20