

TO: Dr. Lynette Olson, Provost and Vice President of Academic Affairs
Dr. Jan Smith, Director of Institutional Effectiveness
Mr. Justin Honey, Faculty Senate President

FROM: Dr. Mark L. Johnson, Faculty Senate
General Education Committee Chair

DATE: March 11, 2014

RE: General Education Committee Report

During its meetings in February and March 2014, the Faculty Senate General Education Committee met to discuss recommended components of the proposed General Education review process and to determine a tentative timeline for implementing the review. Based on the group's discussions, the committee wishes to recommend that the components of the General Education Review Portfolio should include:

- 1) A copy of the general education course syllabus.
- 2) The general education course description.
- 3) The general education course student learning outcomes and general educational goals
- 4) An assessment plan for the general education course's student learning outcomes
- 5) The results for the general education course's student learning outcomes
- 6) An analysis and interpretation of the results, decision making and improvement planning.

Further, the General Education Committee would suggest the following timeline for implementing the review process:

March-April 2014

- The committee will finalize the portfolio rubric for the review process

April 2014

- The committee will send out a call to all departments teaching Gen Ed Goal 3 courses for those interested in being part of the piloting process in 2014-2015.
- The committee will host a workshop for interested departments.

Fall 2014

- The General Education Committee will host workshops to assist departments that are participating in the piloting process in developing an assessment plan and collecting data.
- Select departments will develop their general education course assessment plan and begin to collect data based on that plan

January 2015

- Departments will continue to collect data as needed
- Departments will conduct an analysis and interpret results of collected data

February 2015

- Departments will prepare and submit a trial report
- The General Education will do a preliminary review to ascertain all necessary components are included and notify the departments of any deficiencies.
- Departments will be given a chance to make additions and corrections to the report as needed.

March 2105

- The General Education Committee will review the portfolios submitted by the select departments and meet with them as needed

April 2015

- The General Education Committee will submit recommendations to Director of Institutional Effectiveness.

Over the 2014-2015 year, the General Education Committee will also collect data, comments, and observations of the process in order to make adjustments for beginning of the official review cycle beginning in Fall of 2015.