

**General Education Committee
Minutes**

February 10, 2010

Present:	George Czyz Melinda Tilton Mike Havens Mark Fenderson Michael Scarlett Chase Slade (student)	Bernie Quetchenbach Neil Suits Matt Redinger Kathe Gabel Richard Pierce Stephanie Haynie (student)
Absent:	Kurt Toenjes Brent Roberts Neil Jussila – <i>excused</i>	Tom Regele
Guests:	Michael Barber Kendra Hughes	Linda Wham
Presiding:	Matt Redinger, Chairperson	

Matt Redinger called the meeting to order at 3:02 p.m. in the Missouri room.

The minutes of January 27 were accepted as presented.

I. DISCUSSION/ACTION ITEMS

A. New Outcomes in Database: Discussion with I.T.

Guests: Michael Barber, Linda Wham, Kendra Hughes

Ms. Wham stated that Ms. Hughes has taken over some of Regina Cain's duties, including building the new outcomes data collection tool. They are aware that there have been many logon problems. Ms. Wham distributed a handout and noted that she will also email it to Dr. Redinger. It explains the logon procedure and also lists Ms. Wham's and Ms. Hughes' phone numbers for faculty members experiencing problems. The assessment database will not be renamed to General Education at this time, to keep the whole process the same. The name might be changed after the NWCCU visit in March.

Ms. Wham reminded the Committee that IT did not design the matrix. They only created the tool to collect the matrix data. They are not the enforcers.

The Committee was asked to decide the timeline for opening and closing the database, which should remain the same from semester to semester. **It was agreed that the database will open the week before Finals and will close 30 days after grades are due** (which is usually the Wednesday following Finals Week).

Ms. Wham noted that Common Course Numbering has made the data non-comparable. The database views the two courses, the old rubric/number and the new rubric/number, as two completely different courses. It was stated that data will have to be compared by hand, by someone familiar with the CCN changes.

It was noted that although the Committee is hoping that the MAPP test will completely replace this assessment system, that will most likely not be the case. We will use MAPP, but the Gen Ed assessment will carry on as well. Dr. Barber noted that MAPP is set up to run every two years. MAPP is set to be purchased in July, and Dr. Barber will work with the GEC to add questions relevant to General Education.

Ms. Wham cited that this assessment system started with 20% participation. It has been as high as 85%, but Fall 2009 is currently at about 60%. It was noted that faculty who have labs connected to their courses often group the two together, resulting in no data for the lab course. Ms. Wham suggested that the labs could be removed from the course list in the database.

Ms. Hughes gave a short demonstration of the magnitude and complexity of the database necessary for outcomes data entry. Each course must be linked to its instructor and the three outcomes per category. It was noted that the database currently requests the number of students who met the outcome, as well as the number of students who participated. The number of students enrolled in the class is currently listed at the top of the page, but it can be set to “auto-fill” the number participated box. It was noted that often students drop out of a class but neglect to remove it from their course load, so faculty need to be able to modify the number of students participating in an outcome. Ms. Wham stated they could do that.

The Committee thanked Ms. Hughes, Ms. Wham, and Dr. Barber for attending the meeting.

B. Service Learning Retreat

Dr. Redinger stated that there is a retreat here on campus scheduled for the afternoon of February 24. Dr. Redinger noted that he has already informed those involved that the GEC thinks General Education is not an appropriate place for a service learning requirement. They would like any GEC members who are interested to attend the retreat.

The meeting adjourned at 3:42 p.m.

Respectfully submitted, Rita J. Rabe Meduna.