**General Education Committee**
**Minutes**

October 19, 2026

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| **Present:** | Andrea Garza | Jennifer Lodine-Chaffey |
| | Melinda Tilton | Hope Dewell Gentry |
| | Emily Arendt | Mara Pierce |
| | Leigh Ann Ruggiero | Matt Peisen |
| | Hashini Herath | Ariel FitzGerald |
| | Karen Washburn | Eileen Wright |
| | Alexander Gamble (student) | Bryan Grove (ex-officio) |
| | Kathleen Thatcher (ex-officio) | |
| **Absent:** | Jason Comer* | Eric Gilbertsen |

*excused

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The meeting was called to order at 3:07 p.m. in LA 627.

I. ACCEPTANCE OF MINUTES

The minutes of September 21 were accepted as presented.

II. DISCUSSION/ACTION ITEMS

**A. Approve Assessment Rationale for Webpage**
The group agreed that the document, with one small fix, is ready to post.

**B. Fall 2026 Communicate Effectively Assessment**

1. Initial Letter to Faculty for Learning Outcome 8 (goes out October 20)

The committee extensively reviewed the letter to instructors whose courses achieve LO 8. It was noted we might find there are fewer courses meeting LO 8 than we thought. The deadline will be December 23, the day grades are due.

2. Updated Rubric of Learning Outcome 8

The subcommittee (Melinda Tilton, Emily Arendt, Hope Dewell Gentry) updated and simplified the rubric.

3. Qualtrics Survey for Collecting Assessments for LO 8

A separate section for comments was added.

4. Increase Compliance

The email going out to instructors for LO 8 will use the "important" marker. A workshop time with the CTL could be offered three times before the semester ends. It was agreed workshop times will be offered in the coming weeks at the following times: a Wednesday at 4:00 p.m., a Friday at 12:00 p.m., and a Thursday at 9:00 a.m.

It was noted that we may be missing courses that do group work. It was agreed a message will be sent to all faculty, asking if their Gen Ed course should be included in this assessment.

5. Process and Timeline for LO 7

The same process and letter that we used for Think Critically can be used for LO 7. It will be sent mid-November. The deadline will also be December 23. A calendar reminder will be sent separately from the letters.

**C. Create Policy for Gen Ed Courses Not Regularly Offered**

It was noted that "not regularly offered" should be defined as more than two years, since many departments have courses on a two-year rotation. It was also noted that it should be less than four years, since a student will graduate before a course is offered again. Rotations might be impacted by faculty on sabbatical, as well. This review should be an annual process. It was noted that three years would be appropriate, because there should be an appeal process that will likely take much of the following academic year to complete. This could be assigned to one member of the GEC every year. A policy will be drafted for the next meeting.

The meeting adjourned at 4:05 p.m.

Respectfully submitted, Rita J. Rabe Meduna.