

## Committee for the Assessment of Student Learning – General Education

### RECORD OF MEETING

January 21, 2014  
Zuhl Library Conference Room  
3:00 p.m. – 4:00 p.m.

- 1) Greetings
  - Members present: Greg Armfield, Julie Fitzsimmons, Ryan Goss, Cynthia Pierard, David Smith, Shelly Stovall and Kassia Wosick
- 2) Approval of Record of Meeting – December 17, 2013.
  - Approved.
- 3) Announcement: Amal will be on professional leave during spring 2014. She will stay connected via record of meetings and will be invited to attend the assessment retreat.
- 4) Old Business
  - a) Writing Assessment: Ryan reported the writing instrument is ready to move forward. The writing pilot will be administered to all online courses and several face-to-face courses. Shelly informed members the first administration will be on January 30.
  - b) STEM Instrument: David reported the STEM instrument is also ready to move forward. Calculators have been ordered and will be handed out to students before presented with the STEM project. The STEM instrument will be administered to the remaining face-to-face courses that do not receive the writing pilot. Both instruments will be sent to Shelly. Shelly stated all courses have been selected. Help is needed to administer the projects. Cynthia and Julie will create a timetable which Shelly will post as a google.docs for members to use as a sign up sheet. Instructors will send Kassia class lists for the online process. All projects should be administered before spring break, March 21.
  - c) NMHEAR Conference: Shelly will provide funding for Ryan, David and Greg to attend the NMHEAR conference. Attendees will be: Julie, Ryan, Greg, David and Shelly. Shelly requested members send her an email detailing funding requests. Presentation strategy: Greg will emcee and begin the presentation by providing an update of what was presented at the Teaching Academy. He will create slides before the next meeting. After the update, discussion of the upcoming projects/instruments will be introduced by Ryan and David. Handouts will be determined at a later date.
- 5) New Business
  - a) Schedule/timetable: the online administration will go live February 10 and will close February 24. Shelly will send a draft of what was sent to students last year to revise and add details to. Shelly will then forward the invitation to instructors asking them to remind students to accept the invitation. Shelly reported the script is good to go and will email it to members.
  - b) Teaching Academy Dates for Scoring Session: Julie reported that Fridays are best. The committee will score the pilot so the scoring session will deal with the STEM project. Tentative date: April 11, 10:00 a.m.-1:00 p.m. Lunch will be provided.
  - c) Liaison Status: Shelly reported the assessment liaisons will attend the scoring session. The College of Arts & Sciences will appoint individuals in the math/science fields, also. Suggestions to get more interest were: a) change title from “assessment liaison” to “department assessment coordinator”, b) share report with participants (VWW instructors and scorers) and ADAC to help increase awareness, and d) provide training for liaisons and present an overview and explain responsibilities.
- 6) Other Business
  - a) Assessment Retreat – The annual Assessment Retreat has been scheduled for Wednesday, May 14, 9:00 a.m.-4:00 p.m., Holy Cross Retreat.
- 7) Adjourn.