

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

**RECORD OF MEETING**

**February 18, 2014  
Zuhl Library Conference Room  
3:00 p.m. – 4:00 p.m.**

- 1) Greetings.
- 2) Members present: Julie Fitzsimmons, Ryan Goss, Cynthia Pierard, and David Smith
- 3) Approval of Record of Meeting – January 21, 2013.
  - Approved.
- 4) Old Business
  - a) Progress of Administering GE Assessment – Julie reported administration of projects has been ongoing and all courses are covered via the sign-up sheet provided by Shelly. Members were asked to check the sign-up sheet to keep tabs on who has the box of materials for the project administration.
  - b) Kassia's email: Kassia informed members via email the online assessment instrument is ready. She is still waiting for student rosters from the instructors but will have the assessment available from February 20-March 14.
  - c) Scoring Session: Julie announced the scoring session has been scheduled at the Teaching Academy for Friday, April 11, 10:00 a.m. She has also written the abstract for the session.
  - d) NMHEAR Conference – David and Ryan announced they will not be able to attend the conference. David will contact Greg and ask if any help is needed to prepare the presentation. Cynthia is still unsure if she will be able to attend at this time.
- 5) Adjourn.