

**Committee for the Assessment of Student Learning in General Education**  
**February 26, 2013**  
**Zuhl Library Conference Room**  
**3:00 p.m. – 4:00 p.m.**

**Members present:** Greg Armfield, Dennis Clason, Julie Fitzsimmons, Ryan Goss, Amal Mostafa, David Smith, and Shelly Stovall

1. **Greetings.**
2. **Approval of Minutes:** The minutes from January 22, 2013 were approved.
3. **Old Business:**
  - a) **Teaching Academy Event:** Shelly announced the CASL-GE Results Open Forum held Monday, February 4, at the Teaching Academy went well. Participant attendance was good and this created interesting discussions.
  - b) **Scoring Session:** Shelly has contacted department assessment liaisons informing them to register for the upcoming CASL-GE Scoring Session, Thursday, April 11, 10:30 a.m.-2:30 p.m. Members were also reminded to attend if possible. Conducting scoring sessions on Thursday raised some concerns among the committee and members were asked to think about future sessions be held on Fridays. This will be discussed further at a future meeting.
  - c) **Spring Administration of Assessment Instruments:**
    - Shelly reported letters from the Provost have been sent out to only the face-to-face class instructors asking for their participation. Letters will be sent to online instructors after several issues with the online project have been resolved. Kassia will be contacted for a status update.
    - STEM instrument: David distributed copies of the STEM instrument for review. He indicated the project would take too long to complete as is and needs revising. Members suggested removing Question 4 and Part II. David will email the revised version to Shelly and Amal over the weekend to review with the goal of administering the finalized project on March 6.
    - Administration of Assessment Instruments: Shelly will email a preliminary schedule for members to look over and arrange times they will be able to administer projects.
    - IRB Renewal: Shelly will contact Michelle (IRB) to check status of member's renewal of IRB certification – has everyone been certified? Is anything pending?
  - d) **NMHEAR Conference:** Julie and Amal will provide PowerPoint slides highlighting the final report and STEM instrument pilot at the NMHEAR.
4. **New Business:**
  - a) **CASL-GE Representative for UOAC:** It was determined that no one on the committee is able to attend the UOAC meetings this semester. It was decided that Julie will send Kathy Brook, UOAC chair, a CASL-GE update via email every month.
  - b) **Next Meeting:** The next meeting will be April 23, 2013.