

Committee for the Assessment of Student Learning in General Education

March 19, 2013

Zuhl Library Conference Room

3:00 p.m. – 4:00 p.m.

Members present: Dennis Clason, Ryan Goss, Amal Mostafa, David Smith, Shelly Stovall and Kassia Wosick

1. **Greetings.**
2. **Approval of Minutes:** The minutes from February 26, 2013 were approved.
3. **Old Business:**
 - a) **Administering Assessment Schedule:** Shelly provided the following updates: as of today, six face-to-face classes (~ 200 students) have completed the Tweaking Twain and STEM projects. Three instructors never responded to emails to participate. A proctor is needed to administer the Tweaking Twain project Thursday, March 21. Due to members having conflicts, Shelly will contact Greg to see if he is available.
 - b) **Online Status:** Kassia reported the online project is ready and has been uploaded on CANVAS. All information and detailed instructions for students are located on the home page. A welcome email was sent to students today. Two reminders will also be sent before the scheduled scoring session. Instructors will be encouraged to offer extra credit to students if 70% of the class participates. Shelly will provide a list of the instructor's email addresses to Kassia.
 - c) **Scoring Session:** Shelly reminded members the Scoring Session will be held April 11, 10:30am-2:30pm. She reported, as of today, eight people have registered for the event. Participants arriving late will be given the STEM project to score. To help speed up the norming process of the session, Shelly will inquire about using clickers. For the future, it was decided to conduct the scoring sessions on Fridays to help lessen the possibility of conflicts.
 - d) **STEM Project:** Shelly announced the STEM pilot project has been administered to one class. Students were able to use calculators and completed the project within 30 minutes.
 - e) **NMHEAR Report:** Amal reported the presentation went well at NMHEAR and they received good comments and feedback from attendees.
 - f) **UOAC:** Shelly reported Julie will submit CASL-GE's report to the UOAC chair via email for the April and May meetings.
 - g) **IRB Status:** Shelly informed members the IRB certificate has expired. Members agreed the best solution would be to resubmit the original IRB with a different end date. Shelly will email the IRB link to members to allow them to upload the necessary documents for completing the IRB application.
4. **New Business:**
 - a) **Assessment Retreat:** Shelly invited members to attend the Assessment Retreat scheduled for May 16, Holy Cross Retreat, 9:30 a.m.-3:30 p.m. The agenda will include: a) Overview of what each outcomes assessment committees have done campus-wide, b) Introducing new members, c) break into individual committees to discuss plans for the upcoming year, and d) committees will gather together and report on plans/goals for new year.
 - b) **Next Meeting:** The next meeting will be April 23, 2013.