

Committee for the Assessment of Student Learning
General Education
August 28, 2012
Zuhl Library Conference Room
3:00 p.m. – 4:00 p.m.

Members present: David Barney, Dennis Clason, Ryan Goss, Julie Fitzsimmons, Amal Mostafa, Cynthia Pierard, David Smith, and Shelly Stovall

1. **Greetings.**
2. **Introductions:** New members were introduced to the committee: David Barney, Health & Social Services (Social Work), Dennis Clason, Business (Economics & International Business), Ryan Goss, Agricultural, Consumer & Environmental Sciences (Plant & Environmental Sciences), and Cynthia Pierard, Library (Library Reference & Research Services). Julie presented a brief overview of the committee's purpose and mission.
3. **Approval of Minutes:** The minutes from May 3, 2012 were approved.
4. **Old Business:**
 - a) **Analyzing Scoring Session Data:** Dennis volunteered to analyze the data from the scoring session. Data results will be incorporated into the annual report and submitted at the end of September. Implementation of a new policy regarding annual report submittals begins this year: state-wide institutional assessment reports will now be posted on their institution's websites and HED will access these reports via the links provided to them. A subcommittee will be formed to help evaluate the assessment process throughout the state, choose best practices, and ensure institutional reports are being prepared.
 - b) **Identified Departmental Gen Ed Representatives:** Shelly informed the committee that letters requesting nominations to appoint a General Education liaison from every department will be sent at the end of the month. A departmental Gen Ed contact list will be developed for use in the future as a way to broaden communications, and may help increase participation in future project assessments and scoring sessions.
 - c) **Thank You Letters:** Shelly sent letters to committee members thanking them for their service on CASL-GE throughout the year. Copies were sent to the Provost and Deans. Julie emphasized that these letters serve as "brownie points" and will look good in faculty portfolios.
 - d) **STEM Assessment Report:** David reported that projects have been developed for three of the five State common core competencies: 1) Communication, 2) Social & Behavioral Science, and 3) Humanities and Fine Arts. A STEM subcommittee was formed to develop instruments for the other two common core competencies: 1) Mathematics and 2) Laboratory Science. This committee met over the summer and is still in the process of creating an instrument for implementation in the Spring. They will continue to meet twice a month during the Fall semester.
 - e) **Retreat:** Shelly stated that she would like to conduct an Assessment Retreat for all campus-wide outcomes assessment committees but setting a date has been challenging. This retreat would provide the opportunity to give an overview of the committee's purpose to new members, plan the upcoming year's agenda, etc. Members were asked to think about a time they feel would be good for having the retreat. One suggestion was the Tuesday after graduation. Discussion on this topic will continue at a later meeting.

5. **New Business:**
- a) **Meeting Time:** Members decided that CASL-GE will meet every fourth Tuesday of the month at 3:00 p.m. Members not able to attend will be kept posted via emails.
 - b) **VWW courses:** Shelly recapped last spring's assessment process with VWW instructors. Issues regarding online projects needs to be addressed. Judy Bosland will provide the faculty list of Spring's VWW instructors soon. Requests for instructor participation will be arranged earlier in the semester.
 - c) **Recertification:** Shelly announced the Recertification Committee meeting has not been scheduled yet. A representative from CASL-GE will serve on the committee.
 - d) **Next Meeting:** The next meeting is scheduled for October 25, 2012.