

**General Education Program & Assessment Committee**

**February 15, 2024**

**11am, Online via Zoom**

**Present:** Megan O’Byrne (Chair), Alexander Hernandez (Vice-Chair), Meg Norris (Vice-Chair), Michele Baranczyk, Tony Bleach, Diana Ebersole, George Hale, Erin Kraal, Lauren Levine, Dannell MacIlwraith, Feisal Murshed, Krista Prock, Karen Rauch, and John Stanley

**Absent:** Amy Lynch-Binieck, and Laurie McMillan

**Guest:** Bethany French, Bec Miller, and Tammy Wert

M. O’Byrne called the meeting to order at 11am.

**Approval of Minutes**

The minutes from the Jan. 23, 2024, meeting were presented for review. B. French was asked to correct the attendance to show that M. Baranczyk had been in attendance. It was moved by J. Stanely, and seconded by L. Levine, to approve the minutes as amended. MOTION PASSED.

**Announcements**

M. O’Byrne noted that she has been using the old GEC process of preparing and announcing items prior to meetings, and asked for committee input. GEC always used the D2L page to share documents, and would email a meeting reminder. The committee agreed to continue this process.

A. Hernandez shared that he plans to attend the Senate meeting on 3/7/24 and represent GEPAC. L. Frye has requested that a GEPAC representative return to update the Senate on the work that GEPAC is doing.

GEPAC Leadership is ready to invite CMP teaching colleagues to provide input and have discussion on the available CMP revision proposal. They will email these colleagues with a copy of an annotated version of the proposal, and options for meeting times/dates/modalities to schedule conversations. Meetings plan to be held between 2/21/24 and 3/6/24. G. Hale requested that he be included in these meetings, and M. O’Byrne plans to send an invitation to him about dates once some have been scheduled. E. Kraal noted that even if a department does not teach a CMP course, their students take it and it’s important to keep them in the loop and understand what the students are learning in CMP.

**New Business**

A. May Rating Day

- a. Rating Day is set for May 21, 2024, and rooms have been reserved in the MSU. Please share this with your constituents to give them a heads up and encourage them to attend and volunteer. Lunch will be provided.

- b. L. Levine asked about when GEPAC would rate items from Spring 2024, and M. O’Byrne replied that would be in January 2025. L. Levine asked how this would affect reporting cycles. Discussion ensued.

B. SLO 6 Instructor Email – Draft for Committee Review

- a. A. Hernandez reviewed the draft with the committee, and noted that we are aware that not all courses may fit the dimensions of the rubric, but are hoping that in the explanations the instructors can mention which dimensions do not fit the course or the assignment. This is not explicitly stated, because we didn’t want to give instructors an “out” on not doing the work. The deadline for submission of student work products is May 15, 2024.
- b. J. Stanley asked if the course does not fit the rubric, will this be addressed in the recertification process? M. O’Byrne stated that this will become part of the recertification process but also part of our assessment of the analytic rubric and how well it works.
- c. G. Hale asked if it is appropriate to change the rubric at this point in the semester, since most professors will have already planned their assignments, and M. O’Byrne noted that the SLO did not change and that the rubric has been publicly available since Jan. 30. This has been communicated to those teaching in this category prior to the start of the semester. E. Kraal added that in regards to changing of the rubric, it helps to this of this process for Gen Ed itself as “formative assessment” vs “summative assessment.” Professors change/modify (or not) in response to lots of things in the courses throughout the semester. J. Stanley added that he plans to add an additional assignment to make sure he gets all 5 dimensions because he did not see the final version of the rubric until after the semester started.
- d. It was moved by E. Kraal, and seconded by L. Levine, to approve the instructor email template. MOTION PASSED. G. Hale voted nay. No abstentions.

C. GEPAC Bylaws

- a. M. O’Byrne reviewed the draft with the committee, and J. Stanley added clarification on his additions and comments to the draft. Discussion ensued.
- b. J. Stanley suggested adjusting the election timeline, and holding elections in the fall semester, with results due by December, for the following academic year, and then holding officer elections in January to take effect the following August. Discussion ensued. M. O’Byrne suggested making the deadline for membership elections Nov. 1, and then the deadline for leadership elections Dec. 1.
- c. G. Hale asked about representatives who are appointed by their colleges, not elected, and may not be appointed to the committee until well after these deadlines. Discussion ensued. K. Rauch noted that this could limit the pool of candidates for leadership positions and create issues in succession of leadership, as happened with GEAC in the past. She noted that the previous two GEAC chairs had been appointed to the committee by their college. Discussion continued.
- d. The committee discussed the section about GEPAC using data to provide feedback to departments, department chairs, faculty members and deans. M. O’Byrne noted this is about providing feedback to get better support on assessing the courses, and

not to use the information punitively for the instructors. K. Rauch added that this would assist with scheduling. Discussion on the wording continued.

- e. It was moved by A. Hernandez, and seconded by E. Kraal, to approve the bylaws as amended. MOTION PASSED.

### **Old Business**

- A. GEC Final Five-Year Program Assessment Report (with data)
  - a. The committee discussed the details of the report. G. Hale expressed concern about the committee voting on this today when the final draft of the report was available to the whole committee for less than 24 hours.
  - b. It was moved by J. Stanley, and seconded by K. Prock, to approve the report. G. Hale abstained from voting. MOTION PASSED.
- B. Wrap-Up/Review on Professional Development Day, Jan. 30
  - a. M. O'Byrne shared with the committee about how the Professional Development Day went, and what the attendance was for the event.

### **ADJOURNMENT**

It was moved by D. Ebersole, and seconded by L. Levine, to adjourn the meeting.

Meeting Adjourned at 11:53 am