

**Kutztown University of Pennsylvania**  
**General Education Program & Assessment Committee**  
**11 a.m. Tuesday, January 28, 2025, online via Zoom**  
**Working Meeting Minutes**

**Present:** Megan O’Byrne (Chair), Alexander Hernandez (Vice-Chair), Michele Baranczyk, Tony Bleach, Erin Kraal, Sandra Leonard, Lauren Levine, Derek Mace, Dannell MacIlwraith, Feisal Murshed, Krista Prock, and John Stanley

**Absent:** Meg Norris (Vice-Chair), Diana Ebersole, Deborah Hokien, Karen Rauch, and Tammy Wert

**Guests:** Kayline German

*M. O’Byrne called the meeting to order at 11:01 a.m.*

**Approval of the Minutes**

The minutes from the meeting held **Thursday, November 21, 2024**, were presented for review. K. Prock moved to approve the minutes, seconded by J. Stanley. **MOTION PASSED.**

**Proposals**

There are no proposals to consider at this time.

**Business**

Assessment

- a. The next assessment report will focus on SLO 7 and FYSM. This is crucial as it will provide insights into the data, aiding in future decision-making regarding the SLO. The date for the next rating day is currently unknown; however, feedback will be collected from participants to determine the best timing. The top choices are late May or early to mid-August.
- b. Efforts are underway to collect data from the previous rating day.
- c. The SLO 5 rubric has been successfully revised.

Communication

- a. The five-year report, outside review, and response to reviewers are being disseminated. This process needs to advance to the next person in the chain and be shared with community partners/members for their review, questions, and input.
- b. Assessment results are being disseminated, and conversations are in the process of being planned with those who have not performed well in assessments.
- c. Website revisions are ongoing.
- d. Branding efforts are ongoing, with emphasis on branding General Education.

- e. ChairNet:
  - i. Early spring: Gathering assessment products.
  - ii. Later spring: Reporting assessment findings.
  - iii. Encouraging chairs to attend Rating Days.
- f. Invitations from L. Frye to the Senate are expected, likely twice this term.

#### Recertification

- a. A formal process for recertification is being developed by M. O'Byrne and M. Norris.
- b. Courses that have not been assessed well are being addressed, and a new analytic rubric is being created. A clear process is needed to obtain necessary outcomes.

#### General Education Teaching Awards

- a. Two teaching awards will be given, one per semester: one for FYSM and one for General Education.
- b. A subcommittee needs to be formed to develop the processes for the nominated teaching awardees.

#### Banner Complications

- a. S. Leonard raised a concern about students who failed prerequisite courses in a previous semester but were still enrolled in the subsequent course.
- b. L. Levine explained that the system automatically drops failed students who register themselves, but not those who have been manually added by administrators, which also highlights that students who fail but have been manually added to another course would not be automatically dropped from the course, resulting in students losing their seats in required classes.
- c. L. Levine suggested that committees and more people should collaborate to increase the awareness of this issue.
- d. J. Stanley suggested that we should have a slower and steady opening of courses due to the rapid rates of classes filling up in a short period of time.

#### **Next Meetings**

##### Business Meeting

- a. The next Business meeting is scheduled for 11 a.m. Thursday, February 20, 2025, to discuss other subjects as necessary.

##### Working Meeting

- a. The next Working meeting is scheduled for 11 a.m. Tuesday, February 25, 2025, to discuss proposals.

#### **Adjournment**

M. O'Byrne moved to adjourn the meeting.

Meeting adjourned at 11:38 a.m.