

Kutztown University of Pennsylvania
General Education Program & Assessment Committee
11 a.m. Thursday, February 20, 2025, online via Zoom
Meeting Minutes

Present: Megan O’Byrne (Chair), Alexander Hernandez (Vice-Chair), Meg Norris (Vice-Chair), Michele Baranczyk, Tony Bleach, Diana Ebersole, Deborah Hokien, Erin Kraal, Sandra Leonard, Lauren Levine, Derek Mace, Dannell MacIlwraith, Feisal Murshed, Khori Newlander (for John Stanley), Krista Prock, Karen Rauch, and Tammy Wert

Absent:

Guests: Kayline German

M. O’Byrne called the meeting to order at 11:00 a.m.

Approval of the Minutes

The minutes from the meeting held **Tuesday, January 28, 2025**, were presented for review. D. MacIlwraith moved to approve the minutes, seconded by E. Kraal. **MOTION PASSED.**

Proposals

There are no proposals to consider at this time.

Business

SLO 1 Assessment Report Review

- a. The Fall 2024 Assessment Report SLO 1, including the executive report, was presented for review. E. Kraal moved to approve the report, seconded by D. MacIlwraith. **MOTION PASSED**
- b. K. Newlander expressed concerns regarding unexpected data patterns in certain sections of the chart.
- c. S. Leonard indicated efforts are in progress to improve the scaffolding of courses between FYSM, COMP 100, and COMP 200.
- d. E. Kraal suggested the need for new translation to improve teaching strategies and learning interventions. M. Norris emphasized on importance of maintaining educators’ self-efficiency by identifying improvements rather than criticizing and judging. M. Norris suggested to focus on practices that have been successful and building on those techniques.

Letter to Chairs for General Education Course Removal

- a. K. Newlander expressed concerns about challenges in balancing the removal and remaining of courses due to faculty retirements and program reorganization, focusing on the need to communicate accuracy and honest information regarding the status of General Education courses.
- b. L. Levine suggested offering two lists: one for currently offered courses and another for courses that have not been offered in the recent years.
- c. E. Kraal recommended a more structured data collection approach that allows departments to provide information about their courses to create a systematic structure for the data collection processes.
- d. K. Rauch stated she requested a report from the Registrar Office to track when courses where last approved for General Education.
- e. A. Hernandez move to approve. **MOTION PASSED.**

Rating Day

- a. Potential dates for Rating Day are Friday, May 23 and Thursday, May 29. Further information will be provided within the next couple of weeks.

GEPAC Senate

- a. K. Rauch provided standard operating procedures for all program reviews, including General Education. The summary report has been approved by SPRC. Recommendations included prioritizing the improvement of FYSM, providing clear and up-to-date information on all courses being offered, and the need for clear and widely communicated assessment processes.
- b. The next senate meeting is scheduled for Thursday, March 6.
- c. After the summary report is approved by the Provost, GEPAC leadership will meet with the Provost and the summary report will be sent to PASSHE.

Assessment Plan Development

- a. M. O'Byrne stated an assessment plan is needed for the upcoming years.
- b. Development conversations will continue in the next working meeting.

Old Business

Task List

- a. Continuation of reviewing the task list and forming a team to work on FYSM, COMP and communication improvements to help student to advance in writing excellence and overall success.

Next Meetings

Working Meeting

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

Business Meeting

- a. The next Business meeting is scheduled for 11 a.m. Thursday, March 25, 2025, to discuss other subjects as necessary.

Adjournment

M. O'Byrne moved to adjourn the meeting.

Meeting adjourned at 11:47 a.m.

Kutztown University of Pennsylvania
General Education Program & Assessment Committee
11 a.m. Tuesday, February 25, 2025, online via Zoom
Working Meeting Minutes

Present: Megan O’Byrne (Chair), Alexander Hernandez (Vice-Chair), Tony Bleach, Diana Ebersole, Deborah Hokien, Erin Kraal, Sandra Leonard, Lauren Levine, Derek Mace, Dannell MacIlwraith, Feisal Murshed, Krista Prock, Karen Rauch, and Tammy Wert

Absent: Meg Norris (Vice-Chair), Michele Baranczyk, and John Stanley

Guests: Kayline German

M. O’Byrne called the meeting to order at 11:00 a.m.

Announcements

Designathon

- a. K. Rauch introduced General Education branding and slogan ideas from students and faculty in the Art and Design department during the Designathon.
- b. M. O’Byrne presented eight slogan ideas along with potential stickers and certificates that used these potential branding ideas.
- c. K. Rauch asked about the next steps for the selection process and proposed collecting feedback on the slogan ideas. She also suggested narrowing the suggestions down to three in addition to requesting feedback from students about the options presented.
- d. M. O’Byrne stated that feedback will be collected via Microsoft Forms by Monday, March 10.

Additional Rating Volunteer Request

- a. M. O’Byrne called for volunteers to rate 30-33 more items for the SLO 6 data collection.

Breakout Subgroups

COMP/FYSM Scaffolding

Teaching Award

Revision of SLO 4 rubric

Adjournment

Meeting adjourned at 11:55 a.m.