

**General Studies Council Minutes**  
**October 2, 2014 – 3:30 p.m.**  
**Founders Hall, Warner Conference Room**  
**\*\*\* Approved via e-mail October 10, 2014 \*\*\***

**Present:** Debbie Bridges, Greg Brown, Derrick Burbul, Paul Burger, Ralph Hanson, Kay Hodge, Laura Jensen, Daryl Kelley, Katherine Kime, Kristi Milks, Martha Kruse, Jan Moore, Tami Moore, Amy Rundstrom, Kim Schipporeit, Daren Snider, Kenya Taylor, Ross Taylor, Ron Wirtz

**Absent:** Donna Montgomery, Kenya Taylor

**Guests:** Greg Benson, Greg Broekemier

**I. Call to Order:**

**1. Approve Agenda:**

Director, Debbie Bridges, called the meeting to order.  
Kelley/Hodge moved to approve the agenda. Motion carried.

**2. Minutes from September 4 meeting were approved via email.**

**II. Old Business (Open Items):**

**1. SCM 188 - Professional Preparation Meets Global Career Opportunity (Greg Benson):**

Hodge/Kelley moved to approve returning SCM 188 to the table. Motion carried.  
There was discussion regarding the duplication between SCM 188 and ITEC 188. It was determined duplication has never been a concern before. Greg Benson provided information for the Council on how the course will provide more globalization, incorporate more writing, there will be more writing and guest speakers.

Burbul/Hodge moved to approve sending SCM to the campus for comment. Motion carried.

**2. New Business:**

**a. Assessment: Overview of Assessment Process, Rationale, Best Practices (Daren Snider, Interim Director of Assessment)**

Snider presented the Council with a PowerPoint "Assessment Boot Camp." The overview addressed rationale for assessment, using instruments and rubrics, and closing-the-loop (using assessment results to strengthen the program). A copy of the handbook, *Assessment of Student Learning: A Handbook for Faculty*, was also distributed. The overview will help the Council as they proceed with the assessment process.

**b. Assessment and GS Program:**

**1) Current Status of Instruments/Rubrics:**

Bridges informed the Council that, at a minimum, two data points for each program level learning outcome will need to be collected within the 5-year period since the last NCA visit (Fall 2013). In addition, significant progress on collecting data on courses in Foundational Core, Portal, Capstone, and Distribution areas will be expected. To that end, the Council needs to ensure that all rubrics are complete and outcomes are linked to rubric items. All rubrics will be in Qualtrics – providing efficiencies in scoring instruments and tabulating data.

The Council then went through rubrics for each area in the GS program and identified which

rubrics needed to be completed and where learning outcomes needed to be linked to rubric items. Bridges also provided a summary – based on the current version of the rubrics - of where the program level learning outcomes are being assessed:

Program Outcome #1 – ENG 102, SPCH 100, Portals, Capstones

Program Outcome #2 – ENG 102, Portals

Program Outcome #3 – SPCH 100

Program Outcome #4 – ENG 102 and Portals

Program Outcome #5 – Portals

Program Outcome #6 - NOTHING

**2) Review of Assessment Data Collected Thus Far:**

Bridges provided an overview of the assessment data collected to date and asked the Council for assistance with the next step, which is to report that data to the campus community and other stakeholders.

**3) Scheduling Assessment in Distribution for Spring 2015:**

The Council will need to decide which courses and how many will be assessed; in addition, completed rubrics for each of the distribution categories will need to be provided to instructors. Bridges identified the goal of having these tasks completed by mid-November in order to give instructors and departments adequate notice.

**IV. Other:**

**VI. Adjournment:**

Brown/Burbul moved to adjourn at 4:45 p.m. Motion carried.

**NEXT REGULAR MEETING:** Thursday, November 6, 2014, at 3:30 p.m., Warner Conference Room.