**ASCC GE Assessment Panel**

Approved Minutes

Monday, June 4, 2012 10:00 -11:30 AM

110 Denney Hall

ATTENDEES: Hetherington, Highley, Hogle, Jenkins, Masters, Sanders, Vankeerbergen

Agenda:

1. Approval of 5-21-12 Minutes
* Hetherington, Masters, unanimously approved
1. Final Changes to Education Abroad Submission Guidelines
* GE Assessment Plan
	+ Remove “Additional direct and indirect measures are encouraged but not required...”
		- If in the future faculty want to use multiple forms of assessment they can do so but the guidelines need to be kept simple.
		- Could add “additional measures are welcome” or “if you would like to provide additional measures please contact the curriculum office.”
	+ Remove “Explain the level of student achievement expected...”
		- This has been defined for them. A score of 2 on the Rubric is considered “successful.”
	+ Add: “scoring rubric is included in Appendix”
	+ “Describe your follow-up/feedback process”
		- This is useful when asking units for Course Reports as the Assessment Panel has done previous years. When asking for reports we don’t want it to be a surprise.
		- This appears for every GE category
		- It may be more useful to make it a statement rather than a question
* Collection of Assessment Assignments
	+ Need to inform faculty of collection process because they may return the assignments to the students at the end of the semester
	+ Once a course is taught it will be run by another instructor. A reminder email should be sent to instructors teaching these courses at the beginning of each semester to remind them of the required assessment assignment.
	+ Instructors will be asked to submit all assignments in electronic format with completed rubrics for each assignment within a month of course completion to the curriculum office.
		- Could suggest that instructors keep record of assignments for their own purposes as well.
	+ The idea is for both the instructors and the Assessment Panel to use the scoring rubrics.
		- This should not cause extra work for instructors because many will use the assignment as a grade for the course.
* Appendix
	+ The assignment will assess all three of the Education Abroad ELO’s (remove “ideally” and “get at”)
	+ Remove the final paragraph which states that the rubric is currently being developed. The rubric is complete and should be included with the guidelines for submission.
* Expected Learning Outcome 3 and GE Rationale
	+ Students need to explain how education abroad has enriched their academic experience rather than how the particular course was enriched by the Education Abroad component.
		- The 3rd expected learning outcome and the GE rationale section do not align.
		- Change Rationale 2(c) to “In what ways does the student’s time abroad enrich their academic experience?”
1. Education Abroad Rubric
	* Will be put in table format
	* This will be sent to Service Learning with an explanation that a similar rubric is needed for the Service Learning GE Category. This is a starting point and the new chair of the Assessment Panel will be in touch with Service Learning in the fall.
	* Original guidelines from Service Learning were provided but we need to ask them for revisions due to the changes to the GE Education Abroad submission guidelines. However, this does not need to be done before summer semester.