

FHSU General Education Committee

Minutes

Meeting Called by

Brad Will, Chair

Date:

Thursday September 7, 2023

Time:

3:30-4:30

Location:

Trails Room, Memorial Union

Members

Douglas Drabkin (AHSS)
Amber Nickell (AHSS)
Emily Breit (BE)
David Schmidt (BE)
Sarah Broman Miller (Ed)
Sohyun Yang (Ed)
Arrica Braun (HBS)
Tanya Smith (HBS)
C.D. Clark (STM)
Todd Moore (STM)
Robyn Hartman (Lib)
Ginger Loggins (Senate)
Audry Rymer (SGA)
Cheryl Duffy (Goss Engl)

3:30 (1 minute) All members were present with the exception of Braun, Miller, and Rymer. Schmidt served as proxy for Miller. Andrew Cutright (Director of University Assessment) was also in attendance. Determined that a quorum was met. Introductions were made.

3:33 (42 minutes) Cutright shared some information on progress made operationalizing our outcomes-based general education program. We now have data on courses taught during the 2022-2023 year, and starting this year, in November 2023, we will begin what is likely to become the routine of looking back on the previous year's data and thinking about what it has to tell us. Faculty members teaching various sections of a particular assessed course will be asked to get together and fill out two questionnaires, one about the course and another about the data. See *Appendices* below. This will encourage reflection on what happened in the past, help focus comparisons in the future, and lead, one would hope, to improvement over time. Cutright was asked who wrote the questions on these questionnaires. He answered that he did. It was suggested that the selection and wording of these questions would be an appropriate thing for our committee to take a look at. He replied that he would welcome feedback. Chair said that we will not have time to do this at our next meeting, but that we might take it up at a later meeting, perhaps in November. One detail that came out of our conversation with Cutright was that the assessment data for students who fail one of our general education courses is not supposed to be included in the end-of-semester data. (The faculty-senate approved policy reads: "All faculty teaching courses that fulfill FHSU CORE Outcomes will use the rubric submitted with their course to measure the outcome achievement of each student completing the course with a passing grade.") Some members of our committee didn't know this. It may be a pretty common misunderstanding.

4:15 (3 minutes) Chair informed the committee that Angela Pool-Funai (Assistant Provost for Academic Programs) will speak with us at our next meeting concerning what to expect when the Higher Learning Commission accreditation team visits our university later this semester. We may be asked to answer questions about our university's efforts to

move from one general education program to another, and if so, it may be helpful to know where their interests lie and how we might be of help to them.

4:22 The meeting ended. Our next meeting is scheduled for Thursday October 6, 3:30 PM, Trails Room.

Submitted by D. Drabkin, Recording Secretary



Appendix A: Course Report Questionnaire

- Which FHSU CORE Outcome set(s) does the course address?
- Who contributed to/reviewed this report prior to submission? (select all that apply; ex. Chair, more than one faculty, adjunct faculty, etc.)?
- Select the option that best describes the status of the course's student learning outcomes that are aligned with the FHSU CORE General Education Program (e.g. they are up-to-date, need of revision, etc.)
- Did the course have an assessment plan articulating the intended process and timeline for assessing FHSU CORE outcome assessment activities during the past academic year?
- Did the course assess any of the FHSU CORE student learning outcome sets aligned with the course in the most recent academic year?
- Over the course of the past academic year, did course faculty make a decision/take an action that was informed by assessment results?
- Please select the type(s) of decision(s) made/action(s) taken over the course of the past academic year that were informed by FHSU CORE student learning assessment. (select all that apply; ex. updating course content, updating assessment measure, etc.)
- Please select the type(s) of student learning assessment activities that two or more faculty members engaged in during the past academic year in the FHSU CORE course.(select all that apply; ex. Updating or developing an assessment measure, reviewing/discussing assessment data/findings, etc.)
- Is there any additional context you would like to provide about the course's assessment of student learning process at this time?

Appendix B: Outcome Set Questionnaire

The Following 10 questions are posed for each unique Outcome in the Outcome Set (i.e. if there are 3 Outcomes in the Outcome Set there will be a total 30 questions):

- The first Outcome for the Selected Outcome Set is GE-XXXX-BX: *Outlined outcome language follows*. Did the course assess the outcome?
- How many students were assessed on outcome GE-XXXX-BX in the last academic year in the course?
- How many students assessed on outcome GE-XXXX-BX in the last academic year in the course were scored at *Proficient* or higher?
- What percentage (%) of students assessed on outcome GE-XXXX-BX in the last academic year in the course were scored at *Proficient* or higher?
- Did students meet the 80% of students evaluated at the *Proficient* level or higher success threshold for outcome GE-XXXX-BX?

- Review/Analysis: Analyze the results by comparing this year's results to previous years. Identify trends, assumptions, and/or implications based on the data for outcome GE-XXXX-BX? Were there any deviations in results between students who took the course On-Campus vs those who took it Online? Please discuss.
- Curricular changes needed for Improvement: Please describe what (if any) curriculum changes are necessary to address issues indicated by the assessment analysis for outcome GE-XXXX-BX. If no changes are necessary, please explain.
- Action Plan for next assessment period: Please outline the specific action(s) to be carried out, by who(m), and by when should the action be carried out for outcome GE-XXXX-BX. If no actions are required at this time, please detail why.
- Closing the Loop: Please describe any improvement(s) in student learning observed in outcome GE-XXXX-BX in the course when comparing results from prior assessment periods. Were these improvements in student learning the result of curriculum changes implemented or assessment process changes? Please describe any actions taken during the reporting period, and how course faculty were involved in this process.
- Closing the Loop: Please describe the issues, concerns, and other barriers from prior or current assessment periods(if any)and how they were resolved to advance the assessment of the course learning outcome GE-XXXX-BX. *If the course did not assess the outcome please address what steps will be taken to ensure the outcome will be addressed in the future.*

At the end of each Outcome Set Results Review Form will be the following question:

- Is there any additional information you would like to provide about the course's assessment of Selected Outcome Set student learning results at this time?