

## **General Education and Academic Assessment Committee Minutes**

### **March 6, 2020 3 pm to 5 pm Admin 208**

**In attendance:** Dr. Jason LaTouche (chair), Dr. Melissa Becker, Dr. Brian Martinson, Dr. Melissa Oden, Ms. Alice Newsome, Dr. Frank Owsley, Dr. Keldon Bauer, Dr. LeAnne Hutson, Dr. George Eichenberg, Dr. Max Sanderford, Dr. Jolena Waddell, Dr. Joseph Schuessler, Dr. Chris Sloan, Ms. Pamela Hecox, and Dr. Arthur Low

**Guest:** none

#### 1. Welcome and introductions

- **The chair updated the committee of a change in the voting composition of the committee. This change was voted on and approved by the Deans' Council. The voting membership for curriculum items now includes all the faculty representative, department head, and associate dean committee members. The chair only votes in the event of a tie.**

#### 2. Approval of Minutes

- **Dr. Schuessler made a motion to approve the minutes from the February 7, 2020 GEAAC meeting. Dr. Eichenberg seconded the motion. The minutes were unanimously approved as written.**

#### 3. SACSCOC update

- **The chair updated the committee on the progress of the Section 8.2a and Section 8.2b reports. The sources of evidence being cited in the reports was discussed.**

#### 4. Weave update

- **The committee was informed that the chair received communication that as of now the Weave development team is not prepared to implement WYSIWIG editing tools into Weave. The chair solicited the committee's recommendation on this issue. The committee felt strongly that these tools are needed. The chair will continue to communicate this need to our Weave development liaisons.**

#### 5. Update on Annual Reviews of Programs and Core Courses

- **The chair informed the committee that all first round reviews were completed and a majority of the second round reviews were already completed as well. The chair emphasized the importance of providing these completed reports to the appropriate faculty and deans as soon as possible. The committee discussed how the review process was proceeding and discussed some strategies for continuously improving the review process. This included the suggestion to email faculty the review documents earlier in the process in order to allow faculty to more effectively use them as a development support tool when they are creating their assessment reports. The chair also reviewed the resources available to faculty on the academic assessment website.**

#### 6. Update on Sustainability and Course Map Revisions

- **The committee reviewed the sustainability map and course map updating materials that were sent to all department heads and deans so that the committee members would be able to effectively support faculty as they review and revise these documents.**

7. Follow up reviews for Program and Core Courses

- **The committee discussed the follow up review process. Program leaders have been receiving their annual reviews from the GEAAC. They have until March 21<sup>st</sup> to make revisions based on the feedback from these reviews. At the end of March, the GEAAC members will begin conducting their follow up reviews to determine if these changes have been implemented. These follow up reviews will facilitate the provision of targeted assessment support. The committee reviewed the process for how these follow up reviews will be conducted. They also discussed that a review of the revised sustainability and course maps will be part of these follow up reviews.**

8. Audit of Detailed Assessment Reports and Documents

- **The chair discussed that an audit will be conducted in April to ensure that all documents and DARs were correctly imported into the new Weave system from the old Weave system.**

9. Department Head Representatives and Associate Deans should ensure that assessment is a standard agenda item of each college's Department Head Meetings and that they share the assessment information discussed in these meetings during their respective Department Head Meetings within their college.