

General Education and Academic Assessment Committee Minutes
Sept. 7, 2018, 3 pm to 5 pm, Admin 208

1. Welcome and introductions

2. Description of the committee's charge and members' roles

- The committee reviewed the charge and practices of the committee and the specific role of each member of the committee.

3. General Education certification functions

<http://www.tarleton.edu/generaleducation/generaleducation/core.html>

- The committee discussed its formal role in the curriculum approval process. The committee discussed that department head representatives are the formal voting members on general education curriculum proposals.

4. Academic assessment functions

<http://www.tarleton.edu/academicassessment/>

- The committee discussed its role in supporting the academic assessment process. The practices and review forms of the committee were discussed.

5. Carnegie's Community Engagement Classification (applying in Spring 2019)

http://nerche.org/index.php?option=com_content&view=article&id=341&Itemid=618#CECdesc

- The committee was reminded of the work of the Carnegie group and the potential needs this group might have of the committee.

6. SACSCOC reaffirmation (due in September 2019)

<http://www.sacscoc.org/>

- The committee was reminded of the upcoming SACSCOC reaffirmation timeline and prompted to continually remind the people they are working with of the upcoming deadlines.

7. Tarleton's assessment calendar

- The calendar was reviewed.

8. Assessment training and Annual assessment review process

- Instructions and procedures were discussed for the committee to complete annual reviews of academic assessment entities during September, and October. The committee was trained on how to complete these reviews and review practices were calibrated among the group.

9. Communication

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.