

**General Education Committee
Minutes**

October 17, 2022

Present:	Mark Jacobson Melinda Tilton Mara Pierce Ana Diaz Daniel Willems Rodrigo Lobo Megan Thomas	Jennifer Lodine-Chaffey Emily Arendt Keeara Rhoades Jason Comer Jeff Willardson Lance Mouser Bryan Grove (ex-officio)
Absent:	Josh Hill	*excused
Guest:	Kathleen Thatcher	Jana Marcette

The meeting was called to order at 3:16 p.m. in LA 632.

I. ANNOUNCEMENT

Lance Mouser has agreed to be co-chair.

II. ACCEPTANCE OF MINUTES

The minutes of September 19 were accepted as presented.

III. PRESENTATION

A. Learning Outcomes: Kathleen Thatcher, Director, Assessment & Accreditation and Jen Lynn, Chair, Academic Senate

Dr. Lynn could not be present today. Ms. Thatcher presented on the importance of quality learning outcomes, for both courses and programs. All committees in the curriculum process need to be giving feedback to faculty on the quality of their outcomes. The GEC has already done great work writing the Gen Ed Program Outcomes.

MSUB does have program assessment standards, which are posted on the Assessment & Accreditation intranet page (<https://www.msubillings.edu/intranet/assessment/program%20assessment.htm>).

IV. INFORMATION ITEMS

A. CourseLeaf Form Update/Request for Feedback

The criteria established last year have been added to the CourseLeaf form.

V. DISCUSSION/ACTION ITEMS

A. Artifact Collection Summary and Discussion

Several members discovered that the data had been collected, but not passed on and added to the Box folder. Some submitted the assignment prompt, while others submitted student work. Some used the category outcomes, while others used the new program outcomes; however, our messaging was not very clear in emphasizing use of the new program outcomes.

It was noted that Biological & Physical Sciences created a table of their submissions which could be useful for any department.

It was suggested that a repository of this information, kept open for the two years until this review happens again, would be very useful for faculty collecting artifacts. Instructors also need to know this is coming around again, but many of them are part-time.

It was further suggested that the GEC require a naming convention for all files submitted. Having an entire department's Gen Ed offerings in one folder is difficult to sort through without having them organized by file name.

Another suggestion was to use a Qualtrics survey to collect the data. Qualtrics does allow for documents to be submitted.

B. Assessment Rubrics: Presentation by Kathleen Thatcher

Ms. Thatcher discussed:

- Identify the various levels of assessment
- Identify the intersection of course and program level assessment
- Review the assessment process for General Education
- Close the loop on assessment practices

She also discussed a number of options for an assessment rubric.

Sub-committee, break-out workshop time

The committee then broke into the following groups to find and/or create a rubric to assess each programmatic outcome category.

Respect Diversity – Mara Pierce, Rodrigo Lobo, Emily Arendt
Problem Solve – Lance Mouser, Jeff Willardson, Keeara Rhoades, Mark Jacobson
Think Critically – Daniel Willems, Jason Comer, Ana Diaz, Jennifer Lodine-Chaffey
Communicate Effectively – Melinda Tilton, Megan Thomas, Bryan Grove

The meeting adjourned at 4:47 p.m.

Respectfully submitted, Rita J. Rabe Meduna.