

**General Education Committee
Minutes**

November 18, 2013

Present:	Mark Jacobson Kurt Toenjes Mike Havens Jodi Lightner Rosemarie Dugi Elizabeth Fullon Becky Lyons (ex-officio) Tasneem Khaleel (ex-officio) Mark Pagano (ex-officio)	Bernie Quetchenbach Rhonda Dillman Tom Regele Leanne Gilbertsen Scott Harris TyRee Jenks Diane Duin (ex-officio) Barbara Wheeling (ex-officio) Matt Redinger (ex-officio)
Absent:	Melinda Tilton* Patricia Nichols*	Jennifer Lynn* Matthew Green (student)
	*excused	
Guests:	Linda Wham	Ken Miller

Kurt Toenjes called the meeting to order at 3:01 p.m. in McMullen 305.

The minutes of October 21 were accepted as presented.

I. ITEMS FOR INFORMATION

Item 12.a M 131 Mathematics for Elementary Teachers II. Change course description.

Item 31 WRIT 220 Business & Professional Writing. Change prerequisite and course description.

The items were accepted with no disagreement.

II. DISCUSSION/ACTION ITEMS

A. ETS Testing Update

Dr. Toenjes stated that he received three responses on his request for testing needs for Fall. It adds up to about 30 students. Dr. Havens crunched the numbers and stated we need about 337 tests done to give us statistically significant results. The plus about using this target number is that it is not based on how many graduates we have per year, so the number will not necessarily change from year to year. We should probably set our target at 350, since about 10% of the tests are thrown out.

We have set up a couple of times the week before Finals to test outside of class. They are set up in the Science Building Auditorium at noon on December 3 and 5. Dr. Toenjes will be able to proctor at least the Tuesday session.

It was cited that it is difficult to get working students—and most all of our students work—to take the test outside of class. We need an incentive. It was noted that other universities have paid students to take these types of tests. It was further suggested that we could even use something like Sylvan, so students could take the test whenever they were ready. It was noted that ETS requires a very specific set-up for their testing, so Sylvan may not work. It was suggested that if we offer an incentive to students, all students should receive it, not just the ones who take the test outside of class. There are definitely issues with offering cash, so gift cards might be more workable. We could also put money on students' Ucards. It was cited that if we have 300 students who all need money put on their Ucards at the same time, that's a lot of work for someone to put those into the system. We may have to use gift cards to Jackets & Co.

It was noted that a \$25 gift card for an incentive would put us at about \$40 per student for the whole testing process. Dr. Redinger stated that should be an amount the assessment budget can handle, but he has to make sure. Also, verification is needed on whether we can actually purchase gift cards. Dr. Redinger stated that the increased cost for the incentives will be worth it if we can get a larger sample. It was cited that ETS doesn't count the test without a student name, so once we verify each test is complete, then we can award the gift cards.

It was noted that it is concerning that we are paying our students to take the test. We also want them to make an effort! Students who take the test in class are more likely to make an effort. There is also the option to not publicize the incentive, just give out gift cards after the test. However, that really makes the incentive useless.

It was cited that we do charge the students an assessment fee, and giving a gift card is like the students getting some of their money back.

The question was raised about online students. For this year, we are excluding them. However, we have learned that ETS does offer a test that does not have to be administered through our campus servers, but rather ETS' servers. The test is more expensive, an additional \$10 per student, but we need to reach that large component of our students.

It was stated that we probably need to incentivize our faculty as well.

The December meeting was cancelled. The next meeting will be in January, 2014.

The meeting adjourned at 3:46 p.m.

Respectfully submitted, Rita J. Rabe Meduna.