

GENERAL EDUCATION ASSESSMENT TASKFORCE
NOVEMBER 27, 2007
MEETING NOTES

1. Dr. Don Green addressed the taskforce members and explained that the College needs to have a plan in place by the summer that delineates the specific steps to be taken to develop the College's program of student learning outcomes assessment. The plan needs to include a time line and the activities in which the faculty will engage to identify the more appropriate ways of program assessment, the types of assessment, and the manner of gathering and reporting the outcomes data. Green emphasized that both the taskforce and the faculty need to look for diversity of assessments and evaluate them based on the outcome area being considered. Green suggested that the total assessment program ought to incorporate diverse types of assessment processes and tools.

2. The taskforce members reviewed the November 16 Assessment program attended by faculty, administrators and staff. The consensus was that the program went well overall but could have benefitted by allowing for more time for faculty interaction and feedback.

3. The taskforce discussed the advisability of scheduling the next college wide faculty meeting on January 4. It was the consensus that the January 4 date would very likely result in very low faculty attendance. The task force agreed to schedule the next several meetings and topics as follows:

**GEA TASK FORCE ACTION PLAN
2008**

DATE	TIME	ROOM	GOAL	EXPECTED OUTCOME
Thursday, 1/24/08	1:30 – 4:30 p.m.	TBA	To help the faculty develop a better understanding of learning outcomes assessment. To present and discuss various assessment models To provide an opportunity for faculty to brainstorm on the types of assignments that could be used as evidence of student achievement of the communication skills competency.	Greater understanding of assessing general education learning outcomes. Increased knowledge and understanding of various assessment models and increased ability to evaluate each model and the possible application of each. Enhanced ability to consider and determine the types of assignments that could be used as evidence of student achievement of the communication skills competency.
Friday, 2/29/08	8:30 – 9:00 a.m.	TBA	To provide an opportunity for inter-disciplinary groups of faculty to develop the appropriate rubrics to assess communication skills.	Reach consensus on the rubric to be used by the College to assess student achievement of the communication skills competency.
Thursday, 3/27/08	1:30 – 4:30 p.m.	TBA	To develop a draft plan to assess the communication skills learning outcome; select the appropriate assessment model to be used; a time line for assessing the communication skills learning outcome; and a time line to complete the FCCJ General Education Student Learning Outcomes Assessment Program by using the same process used to develop the assessment of the communications skills learning outcome with the other four competencies.	Creation of a draft plan that includes: the definition of effective communication skills; the assessment model to be used; the rubric to be used; the process and procedures for assessment; and the appropriate time lines.

Friday, 4/25/08	8:30 – 11:30 a.m.	TBA	To conduct an open discussion about the draft plan, the tasks to be completed, and the time lines.	Consensus on the final draft, the tasks to be performed and the time lines.
Tuesday, 4/29/08	2:00 – 4:00 p.m.	TBA	To present the draft to the General Education Sub-Committee and Dr. Don Green.	Obtain feedback and solicit any further recommendations.
Tuesday, 5/6/08	2:00 – 4:00 p.m.	TBA	To submit the final draft to Dr. Don Green.	Completion of the task given to the General Education Assessment Task Force for year 2007.

4. It was agreed that Deborah Morris would create a cd containing the different types of assessment models and which would be distributed to all faculty in January. Wayne Singletary and Matt Mitchell agreed to meet with Deborah to discuss what needed to be included in the cd. It was also agreed that the faculty would be notified by e-mail of the coming meetings once the task force finalized the dates and topics.
5. There was a brief discussion on the MAPP instrument and Nancy Yurko briefly described the plan for administering the MAPP.
6. The task force agreed to the following meeting dates from 2:00 – 4:00 p.m.

January 15 and 29

February 19

March 4 and 18

April 8 and 29

May 6