

Minutes for 2/13/19

Attendance: Present: Lisa Bryant (Chair), Melissa Jordine (Director of Assessment), Sankha Banerjee, Amila Becirbegovic, Xiaojun Li, Cory Brooks, Sara Werner Juarez, Katherine Fobear, Luis Fernando Macías, Pei Xu

Absent: Silvana Polgar

Minutes: Lisa Bryant

Announcements: We need a student representative on the committee. Send recommendations to Melissa Jordine. Will need ASI approval. Does not need GE extensive knowledge. Junior might be preferable.

Motion to move New Business after Item 5 on the agenda.

GE Program ePortfolio Submissions Petition Form - students may have a need to get a waiver. Maybe did not complete student. Students may be exempted from an assignment due to personal reasons, etc.

May not submit request for more than 4 courses. Reason?

That is $\frac{1}{3}$ of courses. If we exempt more than $\frac{1}{3}$ they may not have a good representative sample of their work.

Where can students find form? Should it be included on syllabus?

All students will be enrolled in a Canvas course and information will be in the course.

How much is the instructor responsible?

Not much at all. This is the responsibility of the student. Some people don't return to students, but would have to let them take a photograph. They could upload the photo.

Do we have any guidelines? Which should be approved and which shouldn't?

There will be a paragraph for students - computer crashed, didn't complete assignment, etc.

Students usually understand that petition can be approved or denied.

Dr. Fu and Dr. Nef have approved the format.

The committee will approve the form and the requests.

What if they get denied?

They will be told that this is denied but if you submit for all of the other areas you can avoid the hold. You need 8 of the 12 by the time you hit 60 units.

Should we have a digital form?

We can do it right now because we can't be added to the undergraduate digital system, but we can in the future.

Approve the form, conditional that the instructions for students will be approved by the committee as well.

Passed unanimous consent.

New Business - Evaluation Forms/Evaluations - New folder in Drive

Committee members assigned to pairings. Will meet with Melissa in pairs to go over evaluation and rubrics in more detail.

Evaluating for outcome, not for content. Don't need to agree with student, but did they meet the goals of the outcome.

Will fill out the score on a spreadsheet. Will do this independently. Write specific comments or you won't remember it if you need to discuss later.

The pair will assess independently, if disagree then have to talk. If it is a 3-4 split or 1-2 split. If it is a 2-3 split (proficient/not proficient) then need to have discussion. Will need to have a consensus column. DO NOT CHANGE ORIGINAL SPREADSHEET. Need to see original disputes for accountability.

Committee members do not need to fill out on Pathbrite at this time.

If consensus cannot be reached then the third reviewer will evaluate as well.

Q - Have we asked professors for an exemplar assignment?

A - We want to norm on the rubric but not the professor. They may have criteria that are not important to us.

Will have a list of students to evaluate. More or less alphabetical in Pathbrite.

Blackboard > go to ePortfolio > Guided > Programs > Undergraduate 18-19>Template>Click on your area/outcome>Sort by ungraded>Scroll by students

DO NOT CLICK into Grade Assignment for any reason. It will change it from Ungraded if you do that.

Do not annotate because we are not grading them.

Will have list and be added into Pathbrite by Monday. Will need to meet with Melissa before begin.

Final deadline to submit evaluations to Melissa is May 10.

Motion to move Item 7 - evaluation of D2 rubrics to next meeting.

Committee members will markup D1, D2 and B4 before next meeting on shared drive.