

## **Minutes for 12/05/18**

**Attendance:** Present: Lisa Bryant (Chair), Melissa Jordine (Director of Assessment), Luis Fernando Macías, Pei Xu, Sankha Banerjee, Amila Becirbegovic, Xiaojun Li, Silvana Polgar, Cory Brooks

**Absent:** Sara Werner Juarez (department meeting), Katherine Fobear

Minutes: Sankha Banerjee

1. **Approval of the Minutes**
  - a. Unanimous approval (9-0)
2. **Approval of the Agenda:**
  - a. Unanimous approval (9-0)
3. **New Business**
  - a. As a committee we have to approve the petition form and vote on the agenda in Spring.
  - b. Meeting schedule for Spring 2019: second Wednesday of each month.
  - c. Library subcommittee: propose a class as GE requirement.
  - d. Discovery hub: confusion regarding information. Please notify instructors not to contact the hub director directly. Please reach out to Melissa if there are any issues.
4. **Announcements**

N/A
5. **Review of Potential Reflection Questions - GE ePortfolio Reflection Requirement and Potential Questions 2018\_ver 1.1 (11/07/2018)**
  - a. Students can finish the reflection as soon as they complete the area.
  - b. Canvas: auto-enroll students in a module for completion of GE ePortfolio (yet to be approved). Blackboard GE ePortfolio is being used right now.
  - c. Reflection area A: No comments
  - d. Reflection area B: "*What problems or challenges..*" - Inside or outside the classroom. This would be added in parenthesis.
  - e. Reflection area C: Need to revise the question based on the skills acquired in these course or or outside of these courses. Recommendation for modification of the sentence, "*What skills did you develop in or outside of these courses?:*" "What was more useful inside or outside of classroom?"
  - f. Other recommendations for changes in Reflection Area C: "What was skills were most useful in learning or improving your ability to speak a different language? If you did not take a foreign language, what courses did you take in this area and why? What was most useful in learning or improving your ability in the course you took?"

- g. Reflection area D: Modified to, “During the courses you took, what were the most memorable aspects of learning about the social, political, and economic institutions within and outside the United States? How do you think you will be able to apply this learning in any way outside of these courses?”
- h. Upper Division: Modified to, “Students have the chance to develop some important skills in college. Indicate what you learned in your GE courses and whether or not that will contribute to your success in subsequent courses in your major and/or in life after college.”
- i. Instructor feedback from Reflection Area E: The reflections should be connected to learning outcomes that’s applicable to real life issues. Modified to, “What is the relationship between the knowledge and skills you are learning in your college course and what is important to you in life or how you relate to others?”
- j. Post comments for the documents: “[Reflective Writing Guidelines 1](#)”, “[Guidelines and Criteria for Reflections](#)”. These documents are located in the google drive team drive GE Assessment Subcommittee>Reflection Requirements Prompts, Guidelines and Rubrics. (Either email or post it on the document).
- k. Reflection questions were approved with the understanding that changes can be made later.

6. The meeting was adjourned by default at 12 p.m.