

Minutes for Wednesday, 12/11/2019 11:05 PM

Attendance: Lisa Bryant (chair), Sankha Banerjee, Amila Becirbegovic, Luis Fernando Macías, Silvana Polgar, Katherine Fobear, Pei Xu, Melissa Jordine, Dermot Donnelly-Hermosillo, Lubo Liu

Absent: Mario Banuelos

Agenda Approved

Minutes Approved

Announcements:

A student representative is still needed for the committee. Several petitions will be submitted for Fall 2018 submissions to GE Portfolio and there were challenges and difficulties during the 2018-2019 AY in communicating requirements. Keep this in mind when voting on petitions.

This year two faculty members will review assignments to check for alignment to outcomes before assignments are assigned to faculty. Check for alignment and review rubrics prior to formal evaluation by the reviewers. Also, assignments for evaluation will be made earlier in the semester to allow more time for meetings and discussions.

There are instances where the petition to waive a submission comes in and it occurs over break or the summer and/or the request is time-sensitive. Does the committee want to create a policy for having the petition reviewed by the Chair and Director of Assessment and by a subset of the committee. Suggestion for an interim policy that would be in effect over Winter Break 2019-2020 and then revisit the policy in Spring 2020. The interim policy is that the Chair and Director would meet and decide on petitions that are urgent because the student will graduate or have a registration hold. All other petitions will be held until the committee meets during the Spring Semester. This policy was voted on and approved unanimously by the committee.

Policy on granting access to the committee Google Drive (first-read) -- checked for an existing policy only one on google documents says that no level one confidential or level two internal use should be posted on google drive. Data with a classification of level 3, general only. Assessment data without instructor grades is not level one or two so there is no reason not to post it in the google drive. The policy is really for the committee to give guidelines on who can and can not have access.

Committee reviewed C2 outcome 1 rubric but the wording needs to be clarified so Director will download some assignments aligned to outcome 1 for review and rubric will be reviewed next semester. The committee then discussed the rubric for C2 outcome 2 and really looked at the wording and requirements for this outcome. The distinctions between identify, describe, and interpret were discussed in depth. The committee voted to approve the C2 outcome 2 rubric as amended during the meeting. The committee approved the rubric.

Meeting adjourned at 11:58.