

## General Education Assessment Team Meeting

January 20, 2017

Great Plains Room – Memorial Union

3:00 – 5:00

### Minutes

1. The minutes from the December 2nd meeting were reviewed and edits suggested by Rachelle Smith via email prior to the January 20<sup>th</sup> meeting were made (see attached revised minutes). We will vote on the edited minutes at our next meeting when the entire GEAT is present.
2. Rich provided feedback on all of the draft reports submitted from the GEAT for Goal 1, objectives a-d. These comments were distributed via paper copies and GEAT members are to take into consideration the feedback comments when editing their reports in the compliance assist GEAT interface. Members are to **revise the documents in the compliance assistance interface no later than February 3<sup>rd</sup>**.
3. Survey questions have been submitted for Goal 1. Objectives a, c, and d. Objective b questions are forthcoming this week ending January 27. In regard to the survey questions, these have been uploaded as evidence documents in the GEAT interface and team members are to review the questions submitted for all objectives and we will work on refinement at our next scheduled meeting. **(February 3, from 3:00 – 4:00 p.m., Roosevelt Hall Room 109)**
4. The GEAT discussed the format for their presentation at the Assessment Matters conference on May 5<sup>th</sup>. The GEAT will need to submit the official proposal and format, but wanted to confirm when all members are present to contribute to the final product.
5. Response Documents – this item was tabled and will be added to the next GEAT meeting agenda on February 3, 2017.
6. The GEAT scheduled the next two upcoming meetings as follows: **February 3<sup>rd</sup>, 3:00 – 4:00 and February 10<sup>th</sup>, 3:00 – 4:00**. Both meetings will be held in **Roosevelt Hall Room 109**. Be sure to add the meetings to your calendars.

7. Summary of GEAT deadlines and next meeting:

All writing assignments (draft) completed and sent electronically to Jo; please cc: Rich. See document: Clarification: What do we need GEAT members to do this semester?	<u>No Later than December 15<sup>th</sup>.</u> To date, Christa has submitted the first two assignments, all other members have yet to submit any documents.
Submit survey questions for implementation of the faculty surveys as outlined in proposals.	January 9 <sup>th</sup>
GEAT Meeting	January 20 <sup>th</sup> 3:00 – 5:00 in Roosevelt Hall

8. Meeting adjourned at 4:55 p.m., next meeting Friday, January 20<sup>th</sup> from 3-5 p.m., in Roosevelt Hall Room 109.