

Idaho State UNIVERSITY

General Education Requirements Committee

921 South 8th Avenue, Stop 8070 • Pocatello, Idaho 83209-8070

9 November 2016

MEMORANDUM

TO: Executive Vice President and Provost Laura Woodworth-Ney
Vice Presidents for Academic Affairs
College Deans and Associate Deans for Assessment
Department Chairs
Vince Miller, Institutional Research

CC: Faculty Senate
Undergraduate Curriculum Council
General Education Requirements Committee

FROM: Sandra Shropshire
Chair, Gen Ed Requirements Committee (GERC)

SUBJECT: Gen Ed Course Assessment Reporting – submission deadline extension

The first of the annual assessment reports for courses within the general education program were due Nov. 1. I want to thank everyone who has submitted reports and has otherwise assisted in the establishment and testing of this new process.

We've had indication of difficulties that some of you may have experienced in submitting the reports using the automated method that resides in Bengalweb, so GERC has extended the deadline for submission this year to **Nov. 18, 2016**.

It may be useful to bear the following in mind as you work with the report submission platform in Bengalweb:

- The link to the platform lies under the *Academics* tab and in that tab's *Institutional Research* channel. Link is entitled *General Education Assessment Reporting for Use By Departments*.
- You will be asked to provide responses based on the assessment plan you previously submitted, e.g.,
 - The percentage of students who satisfied each of the learning outcomes pertinent to the general education objective that your course meets.
 - The direct and indirect assessment materials that were collected for the course
 - The process by which the assessment materials were reviewed
 - A summary of the key findings from your review of the assessment materials
 - A summary of any steps planned or taken in response to the review
- Please be sure to submit one report per general education course
- There is no disadvantage in submitting a report twice. Subsequent submissions for the same course within the same submission window will be overlaid over the original, so trying a test run of the report, or submitting in error before the report is complete can both be accommodated.
- The confirmation email that you receive upon submission of a report includes both a copy of the report that was submitted, and a link to revise that report if this is needed.

Thank you very much,

Sandra Shropshire, Chair, GERC