Minutes
General Education Requirements Committee
Tuesday, February 22, 2022
Zoom link: https://isu.zoom.us/j/84945656992
2:30-4:30 p.m.
GERC’s website: www.isu.edu/gerc/

Attendance: Jennifer Attebery, Erika Fulton, Joanne Tokle, Shu-Yuan Lin, Cathy Gray, DeWayne Derryberry, Ben Crosby, Matt Wilson
Ex-officio: Abbey Hadlich, Ann Hackert, Sacha Johnson, Joann Trimmer, Margaret Johnson, Catherine Read
Excused: Carmen Febles (UCC)
Guest: none

1. Announcements –
   ● Information item: GERC Assessment Reporting Status – new 5-Year Reports are linked, and annual 2020-21 assessment reports received so far are indicated by “X”s in the first column (ignore color-coding for now). More reports will be coming in this week. Still waiting for a few straggling annual assessment reports before Vince Miller can run the big spreadsheet. In mid-March faculty reporting access to the Qualtrics Gen Ed assessment survey will be shut off to close this first 5-Year Cycle. The survey will be updated this summer with the new GEM outcomes and GERC’s revised questions, and will be ready in Fall for the 2021-22 assessment reports. Last call for any outstanding assessment reports for this first cycle.

2. Minutes for February 8, 2022 – forthcoming for next time

3. Updates and Information:
   a. Program Review & Assessment updates – Ann Hackert
      ● Gen Ed Workshop: Streamlining Gen Ed Assessment Plans
      ● Workshop flyer will be sent out next week by Academic Affairs, so watch for that email
      ● GEM Objectives 1-6 Rubrics are now in Google Docs and are linked within the manual. Workshop is next week. Examples and “homework” for a single Objective, and for pieces of several Objectives will be shared with participants. Ann has also created a “crosswalk” for the workshop showing Bloom’s taxonomy. Randa Kress from Math will help Ann with the workshop.
      ● Please encourage faculty to attend the assessment workshop.

   b. Academic Affairs update – Margaret Johnson – none this week

   c. UCC update – Carmen Febles – none
      New UCC proposal form came out last week; the Registrar’s Office is preparing customized proposals for those who requested them. UCC will not meet until there is business for them later this semester.

4 Unfinished Business:
   a. Nominations for next year’s Officers: Chair, Vice Chair, Executive Secretary
      eligible members: Erika Fulton, Joanne Tokle, Shu-Yuan Lin, Cathy Gray, DeWayne Derryberry
      Chair: nomination and second for Joanne Tokle; she accepted the nomination.
      ACTION: Council elected Joanne Tokle as Chair for next year.

      Secretary: nomination and second for DeWayne Derryberry; he accepted the nomination
      ACTION: Council elected DeWayne Derryberry as Executive Secretary for next year.

      Vice Chair: nomination and second for Shu-Yuan Lin; she accepted the nomination
      ACTION: Council elected Shu-Yuan Lin as Vice Chair for next year.

   b. Gen Ed Survey draft – Joanne Tokle
Joanne Tokle and Abbey Hadlich worked together to cut back the original survey and focus on Objectives 7, 8, and 9 since those are ISU’s discretionary objectives.

- Suggest adding a “not enough information” option, and a link to the gen ed objectives
- Shorter length is good, survey tone is also good
- Suggest putting the assessment questions into a separate block from the gen ed objectives
- Suggest asking faculty for suggestions for different objectives to be considered for ISU’s discretionary objectives other than the current Critical Thinking, Information Literacy, and Cultural Diversity.

Members should post additional comments to this survey for Joanne and Abbey to consider and revise accordingly for next time.

c. **Gen Ed Assessment Training Manual** – Ann Hackert and Matt Wilson
   Updated draft was provided for members to review; final version will be prepared for next week’s workshop.

d. **SOWK 1101 Assessment Plan** - department was asked to address GERC concerns last time – still in revision

e. **PHIL 2260 Assessment Plan** - GERC has approved the course for Objective 7; Plan awaiting revisions
   Department is working on this; had some questions; Matt Wilson will work with them.

f. Revised Physics Assessment Plans – have not been received yet

g. Objective 8 Competencies Review Subcommittee – update (revisions are due to GERC end of March)
   Members: Phil Homan (Chair), Cathy Gray, Ann Hackert
   Subcommittee hasn’t had a chance to meet yet.

h. Establish assessment standards to provide consistent guidance to departments
   Need to iron out some discrepancies encountered among different assessment plans in order to give consistent guidance to departments as they work on revisions to their plans. Much discussion ensued.
   - “assess, change, reassess, change, repeat” is the essence of this process
   - GERC’s website describes in Departmental Obligations: Create Plans what points should be included in assessment plans.
   - the original idea at the beginning of this assessment project is that a department only needs to report assessment of one or two learning outcome(s) each year, but should conduct assessment of all outcomes every year. Assessing all outcomes each year ensures the department identifies problem areas and takes corrective action in a timely manner, then closes the loop. Assessment the following year can show whether or not the corrective actions were effective.

GERC’s Executive Committee met last Friday and came up with the following questions for the full committee to discuss and determine some consistent guidance that can be given to departments. Members discussed each question, and made the following motions once a consensus was reached.

**Frequency of assessing outcomes, versus annual assessment reporting:**

**MOTION:** Each competency must be assessed at least once in a five year period, but units are encouraged to assess more often. Competencies for which targets are not met should reassess and report within one year after making changes. Motion seconded. **Motion passed.**

**How should grades be intertwined with assessment, if at all?**

**MOTION:** Grades on assignments, labs, or exam questions that are uniquely aligned with a competency may be used for assessment. Course grades should not be used for assessment. Motion seconded. **Motion passed.**

**Require rubrics? If so, what should they be?**

*Prospective MOTION for next meeting:*
Assessment plans should include procedures, guidelines, or rubrics to evaluate whether targets have been met. Units are encouraged to consider using SBOE or American Association of Colleges and Universities (AAC&U) rubrics that are readily available. *No second nor vote taken yet.*

**Due to time constraints, this discussion will be continued at the next meeting.**

The remaining agenda items were deferred until next meeting:

i. Divide up Feedback Summary workload – 2 GERC faculty members per group
   Use the template to be provided *(forthcoming)* and create separate documents for each course.
   
   **Group 1:**
   
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**Group 4:**

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5. **New Business**
   a. [Bylaws Revisions](#) – create State GEM Discipline Group as new standing subcommittee of GERC

6. **Placeholders for Unfinished Business for future agendas:**
   a. Revisit [Annual Assessment Report Questions](#) in Qualtrics
      - Changes to report questions will create a new spreadsheet, not add to existing cumulative spreadsheet
      - Vince currently provides to GERC
   b. Assessment Plan Audit and Reporting Compilations
   c. Pilot assessment project
   d. Consider revising [GERC’s purpose statement](#) on the website, which may require updating the Bylaws and UCC/Faculty Senate approval.
   f. Consider developing a Strategic Plan for GERC

7. **Adjourn:** 4:35 p.m.

Approved by GERC: April 15, 2022 via email vote
Accepted by UCC: April 18, 2022 via email vote
Accepted by Faculty Senate: April 25, 2022
Accepted by Academic Affairs: April 22, 2022