**Western Connecticut State University**

**General Education Committee**

**2011-2012**

**Attendees:** Robin Flanagan (A&S), Xiaomei Gong (L), Ed Hagan (FYE), Charles Rocca (A&S), Leah Stambler (P), Abbey Zink (A&S Dean)

**Meeting Time:** Friday October 21st 1:00 pm.

**Meeting Place**: Higgins Hall in Room 206

Dr. Gates was not able to attend this meeting but should be in attendance at the next meeting on 11/11. (Which we are informed is Shane Murphy’s birthday.)

The remainder of the meeting is taken up with a discussion of if we should assess, and if so what and how should it be done.

There is some agreement that the writing skills of our students are not what we want them to be, though this is based on personal experience and anecdotal evidence. Thus writing would make a good first topic for assessment. Contributing to this is the fact that 3 years ago the same idea had been pursued. Various issues are then discussed in relation to this such as:

1. How do we collect the data:
	1. Electronic portfolios?
	2. Photocopies?
	3. Other?
2. What data do we collect (and how much):
	1. Just material from a random selection of 400-lvl classes?
	2. Material from freshmen writing and 400-lvl classes?
	3. Material from all levels?
3. When do we assess?
	1. In June? In which case we would need to pay faculty stipends.
	2. During a semester? In which case they will need credit hours.
4. What precisely to we assess, i.e. we need a rubric.
5. What do we do with the results, if they are what we expect? Do we for example propose writing across the curriculum as a general education requirement?

No decisions on these particular issues are made, though there is some agreement that these are the right questions to ask.

The questions “When are we losing our students?” and “What percent of our students have been with us from start to finish?” These will be addressed to Jerry Wilcox at a future date.

Finally, everyone is requested to bring their Spring semester schedules to the next meeting, or to submit them electronically by then, so that we can schedule a mutually agreeable meeting time.

Meeting adjourned at 2:10 (ish)

Next meeting: 1:00 pm 11/11/2011 in Higgins 206

Minutes submitted by:

C. Rocca