

GEA TASK FORCE
NOTES
FEBRUARY 19, 2008

I. MAPP Report/Web Resources

Lynne Crosby distributed a handout summarizing the procedures for administering the MAPP test to a pre-selected number of classes, the number of tests that had been distributed and the timeline for the test administration. Crosby also announced that faculty who would be interested in taking the MAPP would be able to do so online at Deerwood on February 29, right after the conclusion of the college wide Faculty Meeting. Additionally, faculty will be able to examine a copy of the test that will be available, under supervision, at the February 29 meeting.

Crosby also distributed a handout covering the updated version of the power point on the status of the general education assessment project.

II. Summary of Models

Karen Stearns distributed the Assessment Model Comparison matrix which identified the four assessment models discussed by attendees to the college wide Faculty Meeting on January 24, 2008. The matrix identified the four models, placed them side by side, and included the pros and cons of each of the four models.

The matrix will be ready as handout to distribute on February 29. Also, the matrix will be added to the task force's web page.

III. Faculty Attendance

Tessie Bond advised the members present that approximately 37 faculty members had attended the January 24 meeting. Bond asked the assessment leaders if they would the discipline groups they represent through a college wide e-mail reminding their faculty colleagues of the meeting scheduled for February 29 and emphasizing the importance of participating.

Lourdes Norman agreed to obtain the distribution list for science faculty and to send an announcement. John Wall also agreed to send an e-mail out to a distribution list that he already has. Youlanda Henry said that she would get in touch with Charles Smires to determine if he has an updated distribution list for

the communications faculty. It was suggested that Smires would also very likely have such a list for the Humanities faculty.

Nancy Yurko stated that she had a list for the mathematics faculty.

IV. February 29 Program

- a. Format – The format for the February 29 meeting will be the same as the one used on January 24.
 - There will be four inter-disciplinary breakout groups. Each group will have an assigned number (1 through 4).
 - Each of the five general education categories and workforce will be assigned a color: Communication (**GOLD**), Humanities (**BLUE**), Mathematics (**PURPLE**), Sciences (**YELLOW**), Social and Behavioral Sciences (**GREEN**), and Workforce (**PINK**). Each of the gen ed categories and workforce will have 20 cards each in the color that corresponds to the assigned category/workforce color for a total of 120 cards (6 X 20 = possibility of 120 participants). Each of the gen ed categories and workforce will have 20 cards each in the color that corresponds to the assigned category/workforce color for a total of 120 cards (6 X 20 = possibility of 120 participants).
 - Since there will be four breakout groups, each set of color cards will have the number of a group (i.e., cards will be numbered 1 through 4 in each stack until all 20 cards have been numbered = 5 #1's; 5 # 2's; 5 # 3's; and 5 # 4's).
 - Academic/instructional administrators and professionals in attendance will also be identified by discipline/workforce and will be given a color card with a group and room number. They will be encouraged to participate and contribute.
- b. Process
 - At registration, a check-in line for each general education category and workforce will be set up. Faculty should check in based on their category. Faculty will be asked to sign in and identify their, discipline, campus and email address. The faculty will be given a specific color card which will also display a group number and room number. The faculty will be directed to go to room B-1204 (The Academy, directly next to the check-in tables) for the general session and will be advised that the card they have is to let them know to which group they have been assigned and which room they need to go to after the general session.
 - Each group will be given a copy of the communication definition and will be assigned a specific handout containing the draft rubric for assessing student learning outcomes (See attached matrix sample) in communication as follows:
 - Group 1 - Reception (Receiving information, comprehending information, synthesizing information, and integrating information).

Group 2 - Transmission – Written Communication

Group 3 - Transmission – Oral Communication – Content

Group 4 - Transmission – Oral Communication – Delivery

- c. Content – will be determine at the task force's next meeting of February 26.
- d. Program – will be determined at the task force's next meeting of February 26.
- e. Schedule – will be determine at the task force's next meeting of February 26.
- f. Handouts – will be determine at the task force's next meeting of February 26.
- g. Instructions –will be determine at the task force's next meeting of February 26.

V. Other

Bond, with the concurrence of the members present, scheduled a task force meeting for Tuesday, February 26, from 2:00 – 4:00 p.m. at MCCS, Room 443, to finalize the plans for the February 29 meeting.

Stearns and Crosby will prepare the draft of the rubrics for further discussion at the February 26 meeting.