Voting Members Present: Bob Bennett, Marc Williams, Lillie Fears, Rebecca Oliver, Randy Kesselring, Pam Towery, Loretta McGregor, Ed Salo (Gary Edwards), Ali Khalil, Pam Towery

Ex-Officio Members Present: Gina Hogue, Summer DeProw

Members Absent: Ilwoo Seok, Matt Costello, Mark Dragonjac, Hans Hacker, Kevin Humphrey, LTC Michael Fellure

Bob Bennett convened the meeting at 3:31 pm.

RK moved, LF seconded and the committee approved the October 26th meeting minutes.

Committee approved the October 12th meeting notes by email.

Meeting Agenda for today’s meeting:

1. Report on History
	1. HIST 1013
		1. RO/PT they addressed all the comments except the synthesis section. Department Assessment disagreed with GEC
	2. HIST 1023
		1. RO same as 1013
	3. HIST 2763 & 2773
		1. BB commentary is same as 1013
	4. Discussion on all:
		1. ES explains that the assessment question venue and timing is up to the instructor, in how they want to fulfill the needs of the course.
		2. Discussion by all regarding handling the analysis of the data based on the venue of these assignments.
	5. BB any other discussion? Maybe add a couple caveats to the approval of the proposal – they need to:
		1. use the rubric to assign the grade for the essay
		2. pay attention to the venue (in class, out of class).
	6. BB move for a motion to approve.
		1. RK move
		2. LMG second
		3. All in favor and pass.
2. Dr. Hacker subcommittee report
	1. BB - HH is not here. Push this report to the next meeting.
3. Tasks and Timelines
	1. SDP reports on unfinished work from last year.
		1. POSC has problem with instrument, have asked for an extension to Dec. 6th.
		2. Also awaiting assessment plans for BIOL, CHEM, PHYS – Due Nov. 30th.
		3. All of that will need to be approved (POSC, BIOL, CHEM, PHYS) after Thanksgiving.
	2. BB we will just need to meet every week. BB could I assign them as I get them? All approve
	3. RO can’t attend the Dec. meetings. Will need a substitute.
		1. All agree that you can send in proxy if you can’t attend a particular meeting.
		2. AS will send a meeting invitation
			1. The next meeting will be on Nov. 30th.
4. Yearly progress reports proposal
	1. BB - HLC requires ongoing and continuous improvement. This is an understandable request, but it does require that rather than having quadrennial report, we have to require something from each course on a yearly basis. Needs to be done in such a way so that it is not overly burdensome. On a yearly basis, they will load up their data onto Taskstream (item analysis on multiple choice), have a commentary in Taskstream about what it says- about what you found and what you are going to do about it.
		1. LMG argued for this requirement to go through shared governance.
			1. BB asked SDP to put together a proposal from the GEC. We will send it out to the committee and vote on sending it forward at the next meeting on Nov. 30.
				1. SDP agrees, and all agree.
5. Member questions and proposals
6. Miscellaneous items

Meeting adjourned at 4:35 pm. LMG motion, BB second, all approve.