**GENERAL EDUCATION COMMITTEE**

MEETING #12 AGENDA

**Date/Time**: January 7, 2013, 2:30–4:30 p.m.

**Location:** 303C DeVos

***2:30* Approval of December 3, 2012 Minutes**

**Approval of Today’s Agenda**

**Welcome new member, Melba Hoffer**

***2:35* CAP Review Method**

We need to decide on a method for reviewing CAPS. I will propose this method:

* Each CAP starts with one reading, evenly distributed around the committee, with nobody getting those from their own departments. We’ll have reports of results to the committee whenever review is “done,” meaning we’ll start with the clear passes and fails in the first round of reports, then take up the less clear in later meetings. By that means, I hope to build our skill at working on tougher cases as we work our way toward considering them.
* First readers would give these scores, with these consequences:
  + a vote of “1” means the CAP passes with one reading; the reader can’t imagine anyone rejecting it. We will send congratulations.
  + a vote of “2” means the CAP gets a second reading and a third if needed. Two votes of 2 or higher means it passes. We will send suggestions for improvement.
  + a vote of “3” means the CAP gets a second reading, but needs a vote of 1 or 2 to get a third reading. Two votes of 3 means it passes provisionally. The “provisional” pass would mean the CAP will not be good enough for the next round (in ~2 years). They can revise now, if they wish, or they can use the assessment process as a means to refine the CAP for next time. We will send suggestions for improvement.

***3:00* Norming for CAP Review**

We will review sample CAPs to norm our expectations

***3:30* Discuss Rubrics**

We’ll discuss the state of all rubrics, work toward finishing them, discuss their use in the interim, and plan how we will get all nine into publication form at the earliest available time.

***4:15* Chair’s Report**

***4:20* Director’s Report**

***4:30* Adjournment**

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