

Charge to the Delta College General Education Curriculum and Assessment Committee

The General Education Curriculum and Assessment Committee (GECAC) is charged by the Vice President of Instruction & Learning Services with comprehensively overseeing and coordinating Delta's General Education Program. GECAC will conduct assessment of the General Education Learning Outcomes, provide oversight of the A.A., A.S., and A.G.S. Degrees, and make recommendations to the Dean of Transfer Programs and Online Learning to improve student learning at Delta College.

STATEMENT OF GENERAL EDUCATION AT DELTA COLLEGE

Delta College is committed to general education for our community college students. General education develops basic knowledge, critical thinking skills, and values that influence our behavior and motivate us as lifelong learners. Delta College, along with area employers, transfer institutions, and the greater community, agrees that general education is key to personal and professional success.

Students are prepared for 21st century challenges at the level of an associate degree by successfully completing courses required for their degrees. In doing so, students will meet these general education competencies:

1. **Think Critically:** Produce a defensible conclusion or solution using critical or creative thinking.
2. **Communicate Effectively:** Communicate effectively in oral, written, or symbolic expression.
3. **Think Civically:** Demonstrate an understanding of diverse societies, ranging from local to global, in order to engage effectively in civic life.
4. **Cultivate Wellness:** Demonstrate an understanding of wellness principles to promote physical and personal health.
5. **Utilize Technology Effectively:** Solve a problem or accomplish a task using technology.
6. **Reason Quantitatively:** Use quantitative information or analyze data within context to arrive at meaningful results.

GECAC Membership

1. At least one faculty member from each of the divisions with one or more faculty member(s) serving as liaison with the Student Learning Assessment Committee (SLAC). In addition, the General Education Chair and Co-chair (when applicable) also serve as committee members.
2. One academic Associate Dean representative
3. One Student Counseling and Advising representative
4. Immediate Past GECAC Chair for one year
5. Assessment Office Support Staff – Ex-Officio
6. The Associate Director of Transfer Partnerships – Ex-Officio
7. The Dean of Transfer Programs and Online Learning – Ex-Officio
8. Other Ex-officio member(s) as deemed necessary

GECAC Responsibilities

1. **Review Delta's General Education model** to maintain General Education Learning Outcomes that are clear, relevant, assessable, and supported by faculty.
2. **Maintain the assessment plan** for the General Education Learning Outcomes with goals, procedures, and time targets which monitor and evaluate assessment for General Education Learning Outcomes across the academic disciplines and curricula including the A.A., A.S., and A.G.S. Degrees.

1. Promote awareness of the importance, relevance, and impact of General Education assessment across the college.
2. Create and sustain a vision and strategy to involve all faculty in the implementation of General Education Learning Outcomes.
3. Coordinate with key areas and initiatives relative to student learners.
4. Report assessment and academic improvement plans to the Dean of Transfer Programs and Online Learning annually.
5. Support Resource Group leadership.
3. **Participate in the curriculum approval, assessment, and revision process** to maintain the A.A., A.S., and A.G.S. Degrees.
 1. Academic Disciplines, Divisions, Resource Groups, or other academic leaders are responsible for proposing changes to these degrees through their GECAC representative or by requesting time on the GECAC meeting agenda.
 2. GECAC will consider those changes and move appropriate proposals forward through the curriculum process.
 3. GECAC will review the A.A., A.S., and A.G.S. graduation requirements and program pathways on an annual basis.
4. **Promote opportunities for professional development** of faculty and staff on General Education initiatives.

GECAC's Member Responsibilities

1. **All Members of GECAC** are representatives and campus leaders in General Education. As representatives, each GECAC member has the responsibility to
 1. Commit to 3 years of service.
 2. Commit to additional years as mutually desired.
 3. Provide a one semester notice if they are transitioning off the Committee.
 4. Participate actively in fulfilling GECAC's charge.
 5. Develop professionally regarding trends in general education at national, local and campus level.
 6. Develop the connection between their constituency and general education with the purpose of communicating the activities of GECAC and the General Education Program.
 7. Faculty members will support general education by serving as a division liaison and resource group member or chair.
2. **The GECAC Chair** is ultimately responsible for initiating and implementing GECAC's assessment initiatives. The Chair's duties include;
 1. Chair GECAC for a term of three years.
 2. Serve as the outgoing Chair for a term of one year after Chair term is completed. The purpose of this year is to mentor the new Chair.
 3. Attend SLAC meetings as requested.
 4. Represent the interests of GECAC in the Curriculum process.
 5. Implement GECAC's charge and lead GECAC meetings.
 6. Represent the interests of Delta College with regard to the quality of its General Education Program.
 7. Consult with Resource Group members and leaders regarding Resource Group leadership changes.
 8. Meet regularly with the SLAC Chair and Dean of Transfer Programs and Online Learning.

9. The Dean of Transfer Programs and Online Learning will communicate the open position in the Fall of the third year. Candidates will be interviewed by the current GECAC Chair, SLAC Chair and the Dean of Transfer Programs and Online Learning. Upon the candidate receiving a vote of confidence by GECAC, the recommendation is forwarded to the Vice President of Instruction & Learning Services. The incoming Chair will begin attending GECAC meetings in Winter if not already a member.

The General Education Resource Groups

1. **Members who serve are faculty or staff** who have an interest or expertise in a specific area of general education. Multi-disciplinary membership is strongly encouraged. GECAC members are encouraged to be resource group members or resource group chairs.
2. **Member's Term**
 1. Members should commit to 3 years of service.
 2. Members can commit to additional years as mutually desired.
 3. Members should provide a one semester notice if they are transitioning off the Resource Group.
3. **Resource Group Members**
 1. Provide leadership in teaching and assessing their learning outcome across disciplines.
 2. Plan and lead the facilitation of their General Education learning outcome assessment.
 3. Act as a liaison with GECAC in the design and development of assessment plans.
 4. Update, maintain, and create rubrics and benchmarks for assessing student work.
 5. Promote professional development through GECAC in the development of teaching their learning outcome.
4. **Resource Group Chairs**
 1. Lead and coordinate assessment initiatives of the group.
 2. Seek group members in cooperation with the GECAC chair.
 3. Maintain communication with GECAC and attend GECAC meetings as needed.
 4. Report assessment plans, results, findings, and recommendations to GECAC.
 5. Share GECAC assessment project, findings, and recommendations with SLAC as requested.
 6. Plan professional development initiatives to improve student learning.

Assessment Office Personnel

1. **Maintain published material relevant to GECAC**
 1. Maintain the GECAC eLearning site.
 2. Maintain the OATS database relevant to general education.
 3. Maintain the GECAC SharePoint site.
2. **Oversee the assessment@delta.edu email**
 1. Read and take action on received emails.
 2. Send bulk emails on behalf of the GECAC chair and resource group chairs.
 3. Receive assessment data from faculty.
 4. Send reminders to faculty to complete their spreadsheets (1 month prior to the deadline, two weeks prior to the deadline, and the week following the deadline if needed).
3. **Organize and analyze assessment data**
 1. Make updates to Faculty template spreadsheets as needed (adding questions, locking and unlocking cells, making changes to drop-down lists, etc.).

2. Send assessment spreadsheet and other resources to faculty each semester.
 3. Randomize and anonymize student work received from faculty.
 4. Make updates to spreadsheet names if they are returned with a different name than the one we sent out.
 5. Follow-up with faculty on returned spreadsheets that are incomplete.
 6. Transfer data into resource group chair's PowerPoint presentations.
 7. Determine graduates from assessment reports for HLC reporting.
 8. Work with IR, GECAC chair, and Resource Group chairs to organize demographic and graduate data for HLC reporting.
- 4. Set up and archive monthly GECAC meetings**
1. Send calendar invites.
 2. Reserve a meeting location in 25Live if needed.
 3. Set up and record Zoom meetings.
 4. Take notes and write meeting minutes.
- 5. Set up and assist in managing the working meetings to score student work**
1. Organize samples of student work into folders on SharePoint site for scoring.
 2. Manage Zoom breakout rooms for scoring student work.
 3. Verify with students that their homework can be shared/reviewed (if their homework cannot be anonymized; for example, a video with their likeness or name on it that cannot be removed, we need to get their permission for the RG to review it).
 4. Create the Resource Group scoring sheet.
- 6. Update GenEdAssignments database** tables, code, and form as needed.
- 7. Generate enrollment reports** in Colleague after the census date for outcome assessment course selection each semester and import into the GenEdAssignments database.
- 8. Verify with faculty prior to posting** excellent homework examples to the eLearning site.
- 9. Make updates to the assessment process** – continuous process improvement.

Revised: 5/30/23 – GECAC chair and past-chair (Eric Wiesenauer and Maureen Donegan)

Approved: 7/25/23 – Vice President of Instruction & Learning Services (Dr. Reva Curry)

Approved: 7/25/23 – Dean of Transfer Programs & Online Learning (Dr. David Hopkins)

Approved: 9/8/23 – GECAC