



December 12, 2013

Dear Faculty Learning Community Participant,

Thank you for joining this inaugural GEP Faculty Learning Community! We hope this will be a useful opportunity for you to think deeply about teaching and learning, learn with and from colleagues, and ultimately improve your own (and others') courses. We deeply appreciate what you will be contributing to our campus-wide efforts to use assessment as a vehicle for improving student learning in the General Education Program. And because this is the first year we are assessing the GEP in this way, we hope you will share your ideas for how to make this process work well for everyone, this year and in the future.

Your FLC can be as active as it collectively decides to be, and may take on a life of its own as you support each other in your professional development. But there are two primary tasks with which you are charged in your role in GEP assessment:

1. Read the Foundation Level course portfolios that are submitted to your FLC and give feedback to the individual instructors. A rubric to guide you in this task has been developed and is available on the GEP Assessment page (http://www.uwsp.edu/acadaff/Pages/GEP_Assessment.aspx). This individual feedback will be shared only with the course instructor.
2. Generalize across course portfolios to identify patterns and themes and make recommendations for the future. This means considering what the course portfolios tell you about student learning across all the courses and sections, identifying areas where students are achieving the learning outcomes and areas where there is room for improvement. You will discuss these findings within your FLC and, as you are able, suggest possible ways to improve the General Education Program. Later in the assessment process, the General Education Committee has the responsibility for making formal recommendations to Faculty Senate and the administration, but as experts in your area and those who have examined the course portfolios, you are in the best position to identify what's working, what isn't, and make suggestions for how Foundation Level courses might be more successful in the future. Recommendations could include:
 - * Identifying best practices for teaching and/or assessing the learning outcomes in this area
 - * Workshops or other professional development opportunities to address specific needs
 - * Revisions to the GEP requirements or learning outcomes

This summary report will not identify any individual student, instructor, or course, but discuss overarching themes and (where possible) aggregate data.

Timeline and Goals for Spring Semester 2014

All meetings will be held from 12:00–2:00 p.m. in the Legacy Room (DUC), except the last meeting, which will be in the Founders Room (Old Main).

- **January 31, 2014** Legacy Room (DUC). First meeting of the FLCs. Procedures for reviewing course portfolios will be explained, the course portfolio assessment rubric will be distributed, and FLC participants will have the opportunity to apply the rubric to sample course portfolios.
- **February 14, 2014** Legacy Room (DUC). Course portfolios will be distributed to the appropriate FLCs and procedures and a timeline for reviewing them will be determined by each FLC.
- **April 4, 2014** Legacy Room (DUC). Course portfolio rubrics should be completed and brought to this session for discussion and questions before feedback is given to course instructors.
- **April 25, 2014** Founders Room (Old Main). FLC members should bring what they have identified in the way of trends, what is working and what isn't, and suggestions for possible improvements to the GEP for the future. Generalizations across all the GEP Level courses will be discussed and synthesized. Feedback should have been given to course instructors by this date.

Please feel free to address questions and concerns to any of the following individuals who will be providing assistance:

- ❖ Paula DeHart (pdehart@uwsp.edu), Assessment Coordinator
- ❖ Nancy LoPatin-Lummis (nlopatin@uwsp.edu), Director of General Education
- ❖ Mary Bowman (mbowman@uwsp.edu), Chair of the General Education Committee