

MEMO

May 17, 2005

TO: Angela Haddad, Chair, Academic Senate
FROM: Melinda Kreth, Chair, Gen. Ed. Steering Committee
RE: End-Of-year report

Work completed in 2004-2005

1. Reviewed a variety of gen. ed.-related materials (see previous progress report for complete list).
2. Developed a plan of action of 2004-2005: The goal for 2004-2005 is to use surveys and focus groups and/or open forums to solicit feedback from students, faculty, administrators, and (perhaps) alumni about their perceptions of CMU's General Education program.
3. Formed subcommittees to develop surveys for each respondent group, i.e., faculty/administrators (including ProfEd), students (including ProfEd), and alumni.
4. Designed and pilot tested an online survey for faculty/administrators. The survey will be made available soon, but the exact date has yet to be set.
5. Designed and pilot tested an online survey for students.
6. Administered the faculty/administrator and student surveys.
7. Collaborated with other campus groups to develop an alumni phone survey. Mary Senter coordinated this activity.
8. Administered an alumni survey (via CARRS).
9. Submitted and end-of-year report to the Academic Senate.
10. Appointed Joyce Henricks as interim chair of the Steering Committee until a new chair can be elected in Fall 2005.

Work to be completed in Summer 2005

Data from the fac./admin. survey and the student survey will be compiled by Catherine Riordan's office, whereas the data from the alumni survey will be compiled and the data set sent by Mary Senter to Catherine's office. As soon as data have been compiled, Joyce Henricks is to be contacted so that she can inform the other Steering Committee members.

Work to be completed in 2005-2006

In Fall 2005, a new chair will be elected and will lead the Committee in developing a new plan of action for its final year, a plan that will depend on the Committee's review of the results of the surveys. However, the Committee has agreed to hold open forums in all colleges next fall to discuss the results of the surveys.

If you have any questions about this report, please contact me at x2662 or kreth1ml.