

## 2021-2022 WSU Gen Ed Assessment Fellows' Activity Report

Please list or summarize your activities related to your fellowship role in Gen Ed assessment for the relevant reporting period and identify your goals for the next part of the fellowship period.

### YOUR INFORMATION:

**1. Your name:**

**2. Your fellowship role (check only one):**

Lead fellows	Area fellows
<input type="checkbox"/> Action planning	<input type="checkbox"/> Cultural Inquiry (CI)
<input type="checkbox"/> Communication	<input type="checkbox"/> Basic Composition (BC)
<input type="checkbox"/> Reporting	<input type="checkbox"/> Intermediate Composition (IC)
	<input type="checkbox"/> Oral Communication (OC)

**3. Current reporting period (check one):**

September to November (including goals through April); due Nov. 30

December through April (including goals through August); due April 30

**4. The index number into which you want your funds transferred:**

**5. The name and email address of your department's business affairs officer:**

### GEN ED ASSESSMENT ACTIVITIES:

**6. What activities did you complete in this reporting period related to your fellowship role?** (See the description of roles on p. 2 for reference.) Feel free to choose whatever format (e.g., list, narrative, or other) you prefer to explain/describe your activities.

**7. What are your goals or planned activities for the next phase of your fellowship period?**

## Gen Ed Fellows' Roles and Responsibilities

**Lead fellows** are responsible for collaborating with the director of assessment to lead the Gen Ed assessment process across Gen Ed designations as well as for participating in Assessment Subcommittee discussions and projects.

Each lead fellow has primary responsibility for one of three functions:

1. **Communication:** In each phase of the Gen Ed Assessment [Timeline](#), stakeholders need information from the GEOC about process, responsibilities, changes, and expectations. In consultation with the Assessment Subcommittee and full GEOC as needed, the Communication fellow develops information, messages, supporting materials, and a communication plan to disseminate relevant information to stakeholders for all phases of the timeline. This effort includes proactive outreach to Gen Ed stakeholders to involve them in Gen Ed assessment planning and implementation, as well as responding to messages to the GEOC email address ([gened@wayne.edu](mailto:gened@wayne.edu)) and occasional presentations to the full GEOC. The fellow implements the communication plan in collaboration with other fellows and the subcommittee. (\$3000 award)
2. **Reporting:** In order to act on Gen Ed assessment results, stakeholders must have access to the results. The Reporting fellow therefore works with the Assessment Subcommittee, Institutional Research, Canvas Administration, and departments and programs to disseminate Gen Ed assessment results according to GEOC policy and guidance. In addition, the Reporting fellow solicits and cleans course and instructor lists from the Office of the Registrar each semester and delivers them to Canvas Administration in a timely way so that they can add the Gen Ed rubrics to appropriate courses prior to the start of each semester. The Reporting fellow also provides periodic reports of instructor participation and other data as needed to support other fellows' and the subcommittee's work, possibly including presentations to the full GEOC. (\$4500 award)
3. **Action Planning:** The Action Planning fellow develops materials for and actively engages instructors in reflection on Gen Ed assessment results and ways to improve teaching and learning in the Gen Ed program. This work may include development of online resources, live workshops, instructor focus groups, individual or departmental consultations, surveys, or other strategies to encourage action planning at the course and program levels, as well as occasional presentations to the full GEOC. (\$3000 award)

**Area fellows:** Area fellows serve as liaisons to faculty, staff, and students affiliated with a single Gen Ed designation, and coordinate and the GEOC Assessment Subcommittee to identify and create opportunities for Gen Ed stakeholder engagement. Those opportunities may include activities such as garnering stakeholder participation in focus groups or rubric redesign; reviewing or piloting rubrics or assessment processes; and engaging instructors in reflective conversations about assessment results. Area fellows also coordinate with the lead fellows to ensure all relevant timelines are met and may be asked to give occasional presentations to the full GEOC.

All fellows must agree to serve on the GEOC Assessment Subcommittee, which meets biweekly in Fall and Winter semesters and infrequently during the summer. (The subcommittee reports to and seeks approval of major actions from the full GEOC.) The subcommittee is the group that coordinates the activities of area fellows with those of the lead fellows.