# 2023-2024 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. Send your completed form by the Nov. 30 or Apr. 30 due to date to [dkash@wayne.edu](mailto:dkash@wayne.edu).

## YOUR INFORMATION:

**1. Your name:**

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

|  |  |
| --- | --- |
| Lead fellows | Area fellows |
| \_\_\_\_\_ Reporting  \_\_\_\_\_ Reporting shadow | \_\_\_\_\_ NSI (Natural Scientific Inquiry)  \_\_\_\_\_ CIV (Civic Inquiry)  \_\_\_\_\_ SI (Social Inquiry)  \_\_\_\_\_ DEI (Diversity, Equity, and Inclusion)  \_\_\_\_\_ QE (Quantitative Experience) |

**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 ACTIVIES:

**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 responsibilities:

1. ***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 prepares periodic reports of and messaging through [gened@wayne.edu](mailto:gened@wayne.edu) related to 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)

***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 and the lead fellows. ($500 award)