2024-2025
Unit Annual Report
Division of Academic Affairs
Unit: General Education Program Area

Please submit by June 1st to the AVP for Institutional Research & Planning

I Mission and Goal/Outcomes Statement:

Provide overall Mission/Goal Statement for your unit.

The Fitchburg State University General Education Program Area is designed to serve as the centralized site for general education as a discrete yet interconnected university program. It facilitates the overarching goals and maintenance of the program, including systematic assessment of learning outcomes, builds relationships with departments and offices across campus in order to manage implementation, and emphasizes how the program intersects with and supports majors. To achieve this purpose, the Program Area seeks to communicate the value of a liberal arts and sciences general education curriculum to all university stakeholders. It consistently evaluates the program as a whole in order to improve its effectiveness in helping students achieve learning outcomes and ensure that the program is aligned with the University Strategic Plan and Institutional Learning Priorities.

II Personnel:

List all staff and note all personnel changes that occurred during 24-25.

Name	Position
Kisha Tracy, Chair	
Özge Özay, Assistant Coordinator	

III Facilities/Equipment:

List any new facilities/equipment/software etc. acquired during 24-25.

N/A

IV Budget Expenditure Analysis:

Was the budget expended as planned? Were additions/changes made, and if so, explain.

The budget includes course releases for the Chair and Assistant Coordinator. All other funding was provided separately from Academic Affairs.

V Programs/Activities:

List major campus activities, events etc. that the office participated in/supported; committees served; community outreach; etc. List events provided to current and prospective students. Also, provide professional development of all staff.

Workshops and Events

- Orientation Leaders Workshop: June 5th, 11:30AM, Hammond Main Lounge
- New Faculty Academy: August 28th, 10AM, CTL
- ACT Tutors/Mentors Workshop: September 4th, 11AM, Hammond Main Lounge

- Rock the Block: September 10th, 3:30PM
- Constitution Day: September 17th, 3:30PM, Hammond Main Lounge (& further events)
- New Faculty Academy - Gen Ed Curriculum: September 24th, 3:30PM
- MA State Institutions General Education Meeting: October 3rd, 9AM (virtual)
- Open Education Conference - "Leveraging OER to Communicate the Significance of General Education": October 8, 11AM, Providence, RI
- Gen Ed Ambassadors First Meeting: October 9, 3:30PM (virtual)
- Major/Minor Discovery Fair: October 16th, 11:30AM-1:30PM, Hammond Main Lounge
- *Why Do I Have to Take this Course?* Reading Group (organized by Beverly Williams): November 7th, 9AM (virtual)
- MA State Institutions General Education Meeting: December 5th, 9AM (virtual)
- Quantitative Reasoning/Procedural and Logical Thinking Event: March 4, 3:30PM, CTL
- Quantitative Reasoning/Procedural and Logical Thinking Event: April 22, 3:30PM, CTL

Ambassador and Assessment Program

- Development of Civic Learning, Diverse Perspectives, and World Languages Speaking and Listening Rubrics
- Call for Artifacts for Quantitative Reasoning and Procedural and Logical Thinking
- Call for Assessors for Quantitative Reasoning and Procedural and Logical Thinking
- Assessment for Quantitative Reasoning and Procedural and Logical Thinking postponed to the next year due to an issue with assessor volunteers

AAC&U Educational Resources as the Means to Enhance Integrative Learning DEF Grant

- Final Report filed
- Completion of Integrative Learning rubric draft

Resources

- Continued SkillGuides Development
- Continued development of Learning Outcome Database for General Education (LODGE) on Blackboard

Curriculum

- Began analysis of course offerings across the curriculum
- Compiled data related to five of the learning outcomes
- Supported Registrar proposal to purchase CourseDog software

AUC

- Continued course approvals across learning outcomes

- Proposal to apply General Education transfer policies to Dual Enrollment students
- Proposal to define the processes for team-teaching
- Proposal to create the following revisions:
    - 1) Adds Collaborative Learning and General Education Capstone as options (and Service Learning as a further option within Civic Engagement) for IHIP courses (thereby expanding the options available)
    - 2) Clarifies that Integration courses must all meet the Integrative Learning outcome rubric and that all IHIPS must include reflection (as per FY2019 AUC #60)
    - 3) Clarifies that minor courses can be double-dipped with other General Education courses in the remaining Foundation and Exploration sections
    - 4) Specifies that General Education courses required by majors outside of the major requirements/major GPA calculation must be approved by the AUC, be included in the four-year plans, and be included with major requirements in the catalog

VI Action Plan for 2024-25:

(Insert your 24-25 Action Plan from last year's report)

Planned Initiatives for 2024-25 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2 Or NECHE Projection	Indicate if a DEI initiative
Begin assessment of Program as a whole, including number and types of class offerings	1.1	
Complete development and implementation of SkillGuides and Learning Outcome Database for General Education (LODGE) on Blackboard	1.1	
Ambassador and Assessment Program: Development of Civic Learning, Diverse Perspectives, and World Languages Speaking and Listening rubrics	1.1	
Ambassador and Assessment Program: Call for Artifacts and Assessors for Quantitative Reasoning and Procedural and Logical Thinking outcomes	1.1	

AAC&U Educational Resources as the Means to Enhance Integrative Learning DEF Grant: additional half year	1.1	
Continued training of student ambassadors and faculty	2.1 and 4.4	
Continued development and promotion of materials (website, videos, etc.)	1.1	

VII Assessment Report for 2024-25

Were the Action Plan objectives met? ***Provide in list or table format that parallels item VI above****.*

Planned Initiatives for 2024-25 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2 Or NECHE Projection	Status
Begin assessment of Program as a whole, including number and types of class offerings	1.1	Began analysis of course offerings across the curriculum; Compiled data related to five of the learning outcomes
Complete development and implementation of SkillGuides and Learning Outcome Database for General Education (LODGE) on Blackboard	1.1	SkillGuides in progress, librarians working on implementation; LODGE implemented and publicized to faculty
Ambassador and Assessment Program: Development of Civic Learning, Diverse Perspectives, and World Languages Speaking and Listening rubrics	1.1	Rubrics developed

Ambassador and Assessment Program: Call for Artifacts and Assessors for Quantitative Reasoning and Procedural and Logical Thinking outcomes	1.1	Completed
AAC&U Educational Resources as the Means to Enhance Integrative Learning DEF Grant: additional half year	1.1	Completed; Integrative Learning draft rubric completed
Continued training of student ambassadors and faculty	2.1 and 4.4	Completed
Continued development and promotion of materials (website, videos, etc.)	1.1	Completed

VIII Other Accomplishments:

List accomplishments not already captured above.

See above

IX Action Plan 2025-2026:

Planned Initiatives for 2025-26 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2 Or NECHE Projection	Indicate if a DEI initiative
Continue assessment of Program as a whole, including number and types of class offerings	1.1	
Report on assessment of Program as a whole to department chairs	1.1	
Pursue potential curriculum revisions	1.1	
Continue development and implementation of SkillGuides and Learning Outcome Database for General Education (LODGE) on Blackboard	1.1	
Ambassador and Assessment Program: Development of Ethical Reasoning and Personal Wellness rubric; finalize Integrative Learning rubric	1.1	

Ambassador and Assessment Program: Call for Artifacts and Assessors for Civic Learning, Diverse Perspectives, and World Languages Speaking and Listening outcomes	1.1	
Ambassador and Assessment Program: Call for Artifacts and Assessors for Quantitative Reasoning and Procedural and Logical Thinking outcomes	1.1	
Continued training of student ambassadors and faculty	2.1 and 4.4	
Continued development and promotion of materials (website, podcasts, etc.)	1.1	

Updates to the Action Plan may be submitted via a revised Annual Report.

X Reflection:

Take this section to reflect on--

1) Initiatives that you may be considering for 25-26 academic year that you did not already capture above.

- Continue to develop relationships with General Education leadership at other MA institutions
- Work with Career Services on second offering of Major and Minor Fair and to develop resources for General Education resumes
- Develop student/faculty General Education awards (partnership with CTL)
- Explore clarifying the definition of Writing Intensive (and perhaps adding other skills intensive courses to IHIP definition)
- Consider submitting for university grants and SUCCESS funds

2.) Anything else not captured in this report that you would like to share.

- Offer workshops for student ambassadors and faculty as well as other annual events throughout the year
- Continue to offer IDIS 4200 College Learning Integration for SGOCE and IDIS 1010 College Learning Foundation for SGOCE as needed
- Continue promoting use of learning outcome icons and OER textbook *Why Do I Have to Take This Course?*