

Assessment Committee

MEETING MINUTES

Date: Wednesday, August 16

Time: 1:30 p.m.

Place: Conference Center Murphy II

I. Call to order

Christy Wilson called to order a special meeting of the Assessment Committee at 1:30 p.m. on Wednesday, August 16th, in Conference Center Murphy II.

II. Roll Call

- a. **The following committee members were present:** Vicki Badgley, Christy Wilson, Genevieve White, Nancy Whitmore, Heather Smith, James Dubose, Caroline Hammond, Mandi Haynes, Robert Norman, Roslyn Turner
- b. **The following committee members were excused:** Dean Inman
- c. **The following committee members were absent:**
- d. **The following guests attended the meeting:** None

III. Approval of minutes from last meeting

There were no minutes presented for approval today. They will be presented at the September meeting.

IV. Old Business

Officer Election: The Assessment Committee entertained nominations for committee officers. Each nominee accepted the nomination and was voted in unanimously. Our committee officers for 2017-2018 are as follows: Chair – Christy Wilson; Vice-Chair – Vicki Badgley; Secretary – Genevieve White.

V. New Business

- a. **Committee Membership:** The assessment committee reviewed the current committee membership and discussed a need to revise the membership due to changes in the academic reporting structure. The committee approved the following edits to our quorum membership list:
 - 1. Add a faculty member from the division of Career and Technical Education (vacant)
 - 2. Remove ‘Business & IT’ from the Liberal Arts faculty member (vacant)

- b. **Committee Functions:** The Assessment Committee functions were reviewed and discussion about revising said functions ensued. It was decided that Christy Wilson would send out the current functions for individual review and the committee would entertain revision recommendations at the September meeting.
- c. **Academic Dean's role on Assessment Committee:** Discussion of the roles of the Academic Deans on the assessment committee was tabled until the September meeting.

VI. Adjournment

A motion to adjourn was made by James DuBose and seconded by Heather Smith. The meeting was adjourned at 2:30 p.m.

Minutes submitted by: Genevieve White