

# Assessment Committee

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## MEETING MINUTES

Date: September 24, 2021

Time: 9:16am

Place: Microsoft Teams

### I. Call to order

The meeting was called to order via Microsoft Teams at 9:16am

### II. Roll Call

- a. **The following committee members were present:** *Zanna Linder, Kelly Roper, Scott Larkin, Jayna Winiecki, Dr. Carolyn Langston, Vincent Dawson, Genevieve White, Justin Geurin, Brooks Walthall, Ray Winiecki, Dr. Stephanie Tully-Dartez*
- b. **The following committee members were excused:** *Caroline Hammond, Garrett Trussell*
- c. **The following committee members were absent:** *none*
- d. **The following guests attended the meeting:** *none*

### III. Approval of minutes from last meeting:

- a. Zanna looked for the last committee meeting minutes and they were not currently listed on the U drive. The secretary, Caroline Hammond is on vacation during this meeting. Dr. Stephanie Tully-Dartez suggested that we will approve two sets of meeting minutes in October.

### IV. Old Business- No report

### V. New Business-

- a. Action

#### 1. Officer Elections 2021-2022

Chair Nomination- Zanna Linder resigned as the chairman. Kelly Roper volunteered to be the chairman.

Vice-Chair Nomination- Dr. Carolyn Langston volunteered for this position

Secretary Nomination- Dr. Stephanie Tully-Dartez volunteered for Caroline Hammond to continue the role of secretary.

Brooks Walthall made a motion to accept these candidates as the 2021-22 officers. Scott Larkin seconded the motion. Motion carried.

2. Time, Day of the month, and Location of meetings-All agreed to continue meeting on TEAMS; Genevieve White will send out a poll to ask all committee members what a good time and day of the month to meet.
3. APM 1.10 was reviewed for any needed changes.
4. Functions-Genevieve White made a motion to accept the Purpose/functions of the committee the same as stated in APM 1.10. Dr. Carolyn Langston seconded the motion. The motion carried
5. Membership- some changes need to be made to the titles of the Membership due to position name changes within the College. The committee discussed each position in depth and which positions needed to be considered as ex-officio or advisory. The importance of this being that faculty should have the weighted decision on this committee. Kelly Roper made a motion to accept all of the proposed changes in membership for this committee and Dr. Carolyn Langton seconded the motion. The motion carried.

b. Discussions-

1. Dr. Justin Geurin asked that all review the proposed changes to the assessment page on My Campus, he would like to bring these changes up for a vote at the next committee meeting. These proposed changes to the assessment page are located in Files in the Assessment Committee team. Kelly Roper will send everyone a copy before the next meeting for review.

c. Announcements

1. no report

**VII. Adjournment**

- a. Dr. Carolyn Langston made a motion to adjourn the meeting at 10:10 am and Kelly Roper seconded the motion.

*Minutes submitted by: Kelly Roper*