

# Assessment Committee

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## MEETING MINUTES

Date: 11/30/2021

Time: 3:00 pm

Place: Microsoft Teams

**I. Call to Order:** Meeting called to order at 3:01 p.m. by Kelly Roper, Committee Chair

**II. Attendance:**

- a. Attended: Kelly Roper, Christy Wilson, Dr. Carolyn Langston, Caroline Hammond, Scott Larkin, Jessica Brown, Shannon Forrest, Garrett Trussell, Justin Geurin, Ray Winiecki, Vince Dawson, Justin Geurin, Genevieve White
- b. Absent: Brooks Walthall
- c. Excused Absence: Dr. Tully-Dartez

**III. Approval of Minutes**

- a. Approval of minutes: Dr. C. Langston motioned to approve the Oct. 2021 meeting minutes and Ray Winiecki seconded the motion. Motion passed.

**IV. Old Business**

- a. APM 1.10 membership changes have been approved by the Cabinet

**V. New Business**

- a. Assessment week: Open lab sessions will be offered; still need volunteers; Contact Kelly Roper for days/times that you can help.
  - i. Mon.: 10:30 – 5:00 in WHT 101 (and 102, if needed), since retirement party for several employees is at 10:00
  - ii. Tues, 8-5, break 12-1 (for lunch), in WHT 101 (and 102, if needed);
    - Also in HSC 272 on Tuesday 1:30 – 5:00 p.m.
  - iii. Wed., 8:00 – 5:00 in WHT 101 (and 102, if needed)
- b. This agenda item will be postponed until January: continue discussion/review of the changes to the Assessment page on My Campus proposed by the Instructional Design Coordinator- Vote on sending these changes to the Academic Affairs Committee
- c. ARRT review discussions; Kelly Roper showed the ARRT review schedule for each team and listed teams and members as a reminder for committee members
  - i. ARRT 1: Dr. Tully-Dartez, Kelly Roper, Vince Dawson, Ray Winiecki, Jessica Brown

- ii. ARRT 2: Christy Wilson, Shannon Forrest, Brooks Walthall, Scott Larkin, Carolyn Langston
  - iii. ARRT 3: Genevieve White, Justin Geurin, Garret Trussell, Caroline Hammond
- d. Meeting times: The March 2022 meeting was rescheduled to March 15 (1 week early) due to spring break but there is a Board of Trustee meeting that afternoon so all approved for the meeting date to be changed to March 29<sup>th</sup> instead

**VI. Announcements:**

- a. Reminder: Mandatory faculty meeting on Monday, December 13, 2021 at 9:00am in the Library auditorium

**VII. Adjourn:** motion to adjourn made by Genevieve White and seconded by Christy Wilson. Meeting adjourned at 3:21 p.m.