

# Assessment Committee

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## MEETING MINUTES

Date: January 25, 2022

Time: 3:00 p.m.

Place: Microsoft Teams

### I. Call to order

The meeting was called to order via Microsoft Teams at 3:00 p.m.

### II. Roll Call

- a. **The following committee members were present:** *Kelly Roper, Dr. Justin Geurin, Garrett Trussell, Dr. Carolyn Langston, Vincent Dawson, Jessica Brown, Christy Wilson*
- b. **The following committee members were excused:** *Caroline Hammond, Juanita Norful, Genevieve White, Brooks Walthall, Ray Winiecki*
- c. **The following committee members were absent:** *none*
- d. **The following guests attended the meeting:** *none*

### III. Approval of Minutes

Approval of minutes: Dr. C. Langston motioned to approve the November, 2021 meeting minutes and G. Trussell seconded the motion. Motion passed.

### IV. Old Business

- a. Discussion of the Assessment page on MyCampus has been tabled until the February, 2022 meeting.
- b. ARRT Reports: One of the ARRT teams was unable to meet in December. Reports were submitted for the other two teams, but one of the team chairs was excused from today's meeting. ARRT reports have been tabled until February.
- c. December Assessment Labs: The labs were only utilized on Monday and Tuesday of assessment week, so in the spring, the committee should consider only holding open labs these two days.

### V. New Business

- a. Assessment Reports in WEAVE: The committee needs to encourage the completion of assessment reports by faculty and program directors in WEAVE. This assessment process is critical to our HLC and program accreditations.

- b. Notes for Assessment Week: New employees should have usernames and passwords created in WEAVE before assessment week begins.
- c. In reviewing the committee roster, K. Roper discovered that Dr. S. Tully-Dartez is no longer a member of the committee, as she was removed with her old position when APM changes were made in the fall. It is suggested to add her to the membership list in an advisory capacity under the VPAA role. Roper will check with Dr. Tully-Dartez for her approval, and the committee will vote on this membership change – which will result in an APM change – in February.

## **VI. Announcements**

No report

## **VII. Adjourn**

A motion to adjourn was made by G. Trussell and seconded by Dr. Geurin. Meeting adjourned at 3:13 p.m.

*Minutes submitted by: Christy Wilson*