

Assessment Committee

MEETING MINUTES

Date: September 27, 2022

Time: 3:07 pm

Place: Microsoft Teams

I. Call to Order

The meeting was called to order via Microsoft Teams at 3:07 pm.

II. Roll Call

- a. **The following committee members were present:** *Kelly Roper, Dr. Carolyn Langston, Mary-Kate Sumner, Garrett Trussell, Dr. Justin Geurin, Jessica Brown, Ray Winiecki, Dr. Cynthia Meyer, Dr. Stephanie Tully-Dartez*
- b. **The following committee members were excused:** *Chelsey Turner, Christy Wilson*
- c. **The following committee members were absent:** *none*
- d. **The following guests attended the meeting:** *none*

III. Approval of Minutes from Last Meeting:

- a. Kelly Roper sent the minutes via email and posted on screen for all participants. Jessica Brown made a motion to approve the minutes and Garrett Trussell seconded that motion.

IV. Old Business:

- a. No report

V. New Business:

- a. Action
 - 1. Officer Elections 2021-2022, Meeting Time, & Review of APM
 - Chair Nomination- Kelly Roper asks for exception for her to remain the chairman after consulting Dr. Langston. Garrett Trussell made a motion to keep Kelly Roper as Chair and Jessica Brown seconded the motion. Motion carried.
 - Vice-Chair Nomination- Dr. Carolyn Langston agreed to stay on in the Vice-Chair position. Jessica Brown made a motion for Dr. Langston to remain Vice-Chair and Garrett Trussell seconded the motion. Motion carried.

- Secretary Nominations- Jessica Brown volunteered to be secretary. Kelly Roper made a motion to accept Jessica Brown as secretary and Garrett Trussell seconded the motion. Motion carried.
2. Time, Day of the month, and Location of meetings- All agreed to continue meeting on TEAMS on the Tuesday of the week before the first Friday of the month at 3pm.
 3. APM 1.10 was reviewed for any needed changes.
 - a. Functions-Mary-Kate Sumner asked to for a discussion about the role of committee in strategic planning and budgeting. Dr. Tully-Dartez affirmed the role of the committee in strategic planning and budgeting, reminding about the consultation regarding purchase and adoption of Weave.
 - b. Motion was made by Garrett Trussell to remove “annually” and the word “and” from the wording of the last bullet point and seconded by Kelly Roper. Motion carried.
 - c. Composition of Committee Member Discussion
 - i. Dr. Tully-Dartez in the VPAA role will be added to our committee membership via change of APM. Motion by Garrett Trussell to add Dr. Tully-Dartez and seconded by Kelly Roper. Motion carries.
 - ii. Discussion regarding the necessity of a Student Services member on the committee and how they contribute to our functions. Motion was made by Kelly Roper to remove this committee member and Garrett Trussell seconded, motion carries. This leaves the committee with six voting members.
 - iii. Kelly Roper discussed ARRT reviews and showed group members for each review team. We hope to review in our November Meeting.
 - b. Discussions
 1. Reminder about Benjamin Cagle’s doctoral survey and potential interviews for respondents.
 2. Decision to discuss open labs for the Fall at next meeting.
 - c. Announcements
 1. No report

VII. Adjournment

- a. Garrett Trussell made a motion to adjourn the meeting at 3:36 pm and Kelly Roper seconded the motion.

Minutes submitted by: Jessica Brown