

Assessment Committee

MEETING MINUTES

Date: October 25, 2022

Time: 3:00 pm

Place: Microsoft Teams

I. Call to Order

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

II. Roll Call

- a. **The following committee members were present:** *Kelly Roper, Dr. Carolyn Langston, Garrett Trussell, Dr. Justin Geurin, Jessica Brown, Chelsey Turner, Dr. Cynthia Meyer, Dr. Stephanie Tully-Dartez*
- b. **The following committee members were excused:** *Ray Winiecki, 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. Dr. Langston 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. No report.
- b. Discussions
 - 1. Kelly Roper mentioned the proposed deletion of the Academic Standards Committee and discussed dividing up their respective duties. After reading the duties of Academic Standard Committee, the Committee decided that Assessment should not adopt any of these roles.

2. ARRT reviews will be sent out by Christy Wilson on October 26th and ARRT Team Leaders will assign reports to team members and schedule reviews.
3. Assessment Week
 - a. Do two days of Open Lab and appointments afterward.
 - b. Each Assessment Committee team member needs to sign up for a two-hour slot.
 - c. Dr. Langston mentioned having a “Best Practices in Blackboard” Session during Assessment Week or Convocation and Dr. Tully-Dartez mentioned that Chelsea Turner was working on PD for this topic.

c. Announcements

1. No report

VII. Adjournment

- a. Garrett Trussell made a motion to adjourn the meeting at 3:13 pm and Dr. Langston seconded the motion.

Minutes submitted by: Jessica Brown