

Assessment Committee

MEETING MINUTES

Date: September 28, 2023

Time: 3:00 pm

Place: Microsoft Teams

I. Call to Order

The meeting was called to order via Microsoft Teams at 3:04 pm.

II. Roll Call

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

III. Approval of Minutes from Last Meeting:

- a. The meeting minutes from the April 2023 meeting were not available to approve and will be reviewed and approved at the next monthly meeting.

IV. Old Business:

- a. No report

V. New Business:

- a. Action

- 1. Election of 2023-2024 officers are the following:

Chairman- Dr. Carolyn Langston

Vice Chairman- Jessica Brown

Secretary- Kelly Roper

- b. Discussions

- 1. APM 1.10 Purpose and functions and membership list was reviewed with Mary Kate Sumner. A motion was made by Garrett Trussell and seconded by Dr. Carolyn Langston to

accept the changes to the title of the name of the Dean of Workforce and Continuing Education to Executive Director for the Career Accelerator. The motion carried.

2. ARRT review teams will be as follows:

ARRT 1: Kelly Roper, Ray Winiecki, Jessica Brown, and Michelle Galbraith

ARRT 2: Christy Wilson, Dr. Carolyn Langston, Dr. Stephanie Tully-Dartez, and Jennifer Schroeder

ARRT 3: Chelsey Turner, Justin Geurin, Garret Trussell, and Cindy Meyer

Christy Wilson will compile the reports for the ARRT teams and send them out to the team leaders for review in October.

c. Announcements

1. The Deans of each college were encouraged to get the word out to faculty that the new WEAVE template will be required to use during the Fall 2023 Assessment. Each faculty member has to make an appointment with Christy Wilson or Kelly Roper to gain access and get training on the new template for the first time. Christy Wilson will compile a list of those faculty members who have not switched to the new template and she and Kelly Roper will split up the list and contact each faculty member on an individual basis to set up a time to get this done.

VII. Adjournment

- a. Dr. Carolyn Langston made a motion to adjourn the meeting at 3:23 pm and Garrett Trussell seconded the motion.

Minutes submitted by: Jessica Brown