

**Arkansas Tech University- Ozark Campus
Assessment Committee Meeting Minutes
December 8, 2009**

Members Present: Ron Hutain, Debbie Wofford, Pat McCreary, and Ester Leonard

Absent: Sherry Brown, Bruce Sikes

The meeting began with Ron Hutain reporting on what is currently being done on the Main Campus. Discussion re: is Educational assessment the learning objectives within the syllabus and is Program assessment those things in TracDat. Pat McCreary reported on the General Education Committee meeting on Russellville campus.

Non-academic assessment, Debbie Wofford discussed that Student Services were to begin doing surveys, if they had not already began doing so.

Committee agreed to divide up and meet with other departments to see where everyone is with their assessments and reports for last year. Data needs to be entered in TracDat.

Not all departments have given their 4 Column Worksheets to Ron at this time. Everyone was encouraged that while visiting with other areas remind them to do so.

Ron Hutain will meet with Mr. Sikes about setting up schedule for a workshop with the Department Heads during 1st week back next semester.

Ron Hutain to send out email to departments to let them know the deadline for turning in the 4 Column worksheet with first 2 columns completed for 2010 is the 2nd week in February.

The meeting was adjourned.

Respectfully submitted,

Ester Leonard