

**Arkansas Tech University- Ozark Campus  
Assessment Committee Meeting Minutes  
November 17, 2010**

The meeting began at 4:00 p.m.

Ron Hutain called the meeting to order. He handed out a copy of the agenda for this meeting and a copy of the previous minutes.

**Approval of Minutes**

The minutes from the previous October meeting had one change under the **New Business** section: A copy of the assessment minutes will now be sent to three individuals—Ron Hutain, chair; the public relations officer for posting on the school's web site; and the chief academic officer, Bruce Sikes.

**Unfinished Business**

The assessment chair has been working on the program outcomes page of our school's web site.

Debbie Wofford, secretary, had reviewed all the departmental assessment objectives from the Tracdat software printouts and found some spelling errors. The printouts were submitted to the assessment chair for dispersing to the different program chairs for corrections.

Ron Hutain indicated that it is now time for each department to review their objectives on the Tracdat software and make sure their data, results, and an action plan has been recorded. He reported that some departments had already completed this task.

**New Business**

- Review of the software by the chief academic officer and the assessment chair revealed that there were a few departments that did not have any information stored on the assessment software.
- The departments are EMS, CIS, and Physical Therapy; Welding has listed their objectives but no data is recorded.
- Discussion was held concerning rewording a few of the assessment objectives.

The next meeting will be after the faculty holiday luncheon, around 1:30 p.m. on December 7 (Tuesday), in the Industrial Maintenance computer lab. All program chairs will be asked to attend as well as all assessment committee members to assist departments in recording information in the Tracdat software.

The meeting adjourned at 5:00 p.m.