

**Arkansas Tech University- Ozark Campus
Assessment Committee Meeting Minutes
October 25, 2010**

The meeting began at 3:30 p.m.

Ron Hutain, assessment chair, called the meeting to order.

Approval of Minutes

The minutes were read approved from the previous meeting.

Unfinished Business

The review committee will be here in the spring of 2010 to go over our assessment data and the Tracdat software where we have stored our objectives.

All departments need to hand in their revised program outcomes so they can be put on the website.

New Business

- Committee members were given all departments' print outs of the four-column assessment report form that is now stored on Tracdat. Members are to review these for making sure the objectives have results and status information as well as proofread for typos, wording, etc.
- The assessment committee bylaws have been submitted to the Faculty Senate.
- The only thing lacking from the bylaws is stating where the assessment committee minutes are kept. Debbie Wofford, current secretary, indicated that she did not have the previous minutes that were taken from the past couple of years because Sherry Brown was the secretary then. Sherry is no longer an employee on campus. Ron Hutain indicated that he thought he had all the previous ones and that he would probably put in the bylaws that all copies of the recorded minutes were sent to the public relations officer to be posted on the schools web site with a copy sent to the chief academic officer and the assessment committee chairman.

- Copies of the proofreading assignments for absent members were to be taken care of by Ron Hutain, assessment chair.

Adjournment

The meeting adjourned at 4:15 p.m.