

**ATU Ozark Campus
Assessment Committee
Minutes**

November 14, 2013

Present: Ron Hutain, Brenda Shoop, Mike Murders, Rachel Whitman

Also Present: Lynn Washington, Brian Bass, Kenny Beeler, C.J. Danekas, Kale Rudolph, Stan Hatcher,
Nina Pope, Theresa Fontaine, Cathy Fultz, Brenda Huntsinger, Ritchie Powers

Next Meeting: *To be determined*

I. Minutes

The minutes were approved from the last meeting.

II. Discussion

This meeting included the TracDat software workshop and program chairs were paired to enable them to review each other's assessment data to be sure it is clear, understandable, updated, and correct. If not, it was suggested that an improvement plan be put into place to help individual areas. Everyone was given a checklist to help determine if their plan is adequate and updated.

Everyone seemed to be working well and all seemed to enjoy the benefit of having someone else help review their assessment plan and procedures.

Any program chair who did not attend this workshop is to schedule an appointment with Mr. Sikes to go over their assessment plan and TracDat.

IV. Adjournment

The meeting was adjourned at 4:30 p.m.