

Meeting began at 10:00 AM

Present: Brett Arrington, Drew Dickey, Brandie Gibbs, Amanda Gardner, , Lauren Russ, Andy Stadler

Minutes:

1. Review and approve minutes from last meeting
  - Lauren motioned to approve; Brandie seconded.
2. New committee member – Lauren Russ, introduced
3. Recap of tasks from last month
  - Committee members - send *at least one* example of a measurable goal to Amanda by next Wednesday (5/26) from their department to include in the document (assessment handbook). Amanda did not receive anything. Brandie thought she sent it; she will resend.
  - Amanda – clarify annual cycle schedule in the assessment handbook – goals can continue across quarters. - done
  - Amanda – define “goal” and “outcome” in the handbook - done
  - Amanda – draft article for OneTech and The Scoop; send to committee to review prior to next meeting. - done
4. Roll out of new Academic Support Annual Assessment process
  - Review draft announcement – document revised and approved by committee
  - Send announcement to Sam Strassner for OneTech today – Amanda
  - Send to Carrie Phillips in MARCOMM for Scoop “Need to Know” section today – Amanda
  - Email to directors and copy division committee member to support process within their division – July 1 - Amanda
  - Continue to create Weave projects for all offices prior to July 1 - Amanda
5. Other Business:
  - Lauren – There will be a Student Affairs assessment boot camp that Dr. Bruner is giving in July. All Student Affairs division departments/offices will attend, including Enrollment Management and MARCOMM, as they are transitioning in from other divisions to Student Affairs. She suggested that Amanda might like to attend.
6. Next meeting – July 21<sup>st</sup> at 10:00 am

Meeting adjourned at 10:36 AM.