

**Arkansas Tech University- Ozark Campus
Assessment Committee Meeting Minutes
March 4, 2010**

Members Present: Bruce Sikes, Ron Hutain, Ester Leonard, and Pat McCreary.
Absent: Debbie Wofford, and Ken Warden.

Meeting called to order by Chairperson: Ron Hutain

Review of minutes and motion to accept minutes as written made by Ester Leonard, and seconded by Mr. Sikes.

Committee reviewed the proposed Bylaws as written by Debbie Wofford. Mr. Sikes made recommendation that the following additions be added: Appeals section and a Calendar for the committee. Also discussed was the need to better define the work of the Assessment committee. During a discussion regarding Appeals, Mr. Sikes suggested that the committee needed this, as it would serve more in the advisory capacity role.

It was also suggested that within the Members section more definition of who made up the committee and the roles of those members be added. This is to also include information regarding where such items as: the minutes be kept.

Calendar section would include guidelines as to setting the Agenda for year, and when that Agenda will go out to the Faculty members, Time line for meetings, outline committee activity, and deadlines etc.

Suggestions for additions and revisions to proposed bylaws made by Mr. Sikes. Committee members are to work on these additions and bring them back to the next meeting for review.

Ron Hutain asked that we set date to meet with Faculty Chairpersons regarding Assessment.

Mr. Sikes will send out email asking Faculty Chairs to bring a mission statement for their programs. Those programs that do not have mission statement will be asked to work on development of a mission statement and bring to the meeting.

Pat McCreary suggested that most programs already have mission statements, but may need to be updated to better align with the mission statement of the school.

Mr. Sikes will meet with Ron Hutain on March 31, 2010 to develop and review agenda for the Faculty meeting.

Faculty meeting set for April 7, 2010 at 3:00pm.

Motion made to adjourn by Ron Hutain and seconded by Mr. Sikes.

The meeting adjourned.