

**Arkansas Tech University-Ozark Campus  
Assessment Committee**

Minutes

*September 17, 2013*

*Present:* Ron Hutain, Debbie Wofford, Brenda Shoop

*Next meeting:* October 8, Tues., at 3:00 p.m. Industrial Maintenance Building

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**I. Minutes**

The minutes were approved from the last meeting.

**II. Discussion**

Mike Murders and Rachel Whitman were the two names that were discussed by Mr. Hutain, Chair, and the chief academic officer. These two names would serve as replacements for a retiree on the assessment committee and a needed additional member.

**III. Roundtable**

The chair indicated that a TracDat software workshop date needs to be set up soon to familiarize new program chairs with their objectives and the recording of them in the software package.

Brenda Shoop is to make a list of the new programs/chairs and ask Russellville to give them access codes for recording assessment on the TracDat software.

Then, members of the assessment committee will be paired with those new programs as well as the others on campus to assist with questions and to double-check to see if assessment and data has been entered at the end of every semester.

In order to hold programs more accountable, the suggestion was made to make a checklist to determine if the data has been entered.

Discussion was held to tentatively schedule monthly meetings the second Tuesday of every month at 3:00 p.m.

**IV. Adjournment**

The meeting was adjourned at 4:00 p.m.