Assessment Committee Minutes
9-9-16

Convener – Linda Fisher – election of a Chair
A chair was not elected. This action was tabled until the next meeting. We need one more member. Eric Souther was suggested as a possible member.

Susan went over the bulleted areas that are heavily dependent on the assessment committee.

- Reviewers
  It was decided that reviewers would be assigned at the October 13th meeting with a short “training” occurring before the meeting so we are all on the same page with the process.

- Grants
  Ken and Linda agreed to be responsible for advertising the grants in the Titan and reviewing them as they come in.

- Timeline
  LeAnn created a calendar and timeline of events for the committee which will be distributed before or at the next meeting.

- Budget
  We will review the budget monthly.

- Minutes – submit to Senate, Library archives, and webpage
  The Chair will take care of this in the future.

- Webpage review
  All members were asked to review the webpage for redundancy. Susan will ask Hima to join us in the review. We will review each area on the webpage during the next few months at the meetings.

Susan explained the ideal dates of submission that will keep assessment at the forefront and make it more of a cyclical process as it is entered into Taskstream.

**Dates of Submission _ Ideal**
Assessment Plan – Early September/October (cut and paste into 16/17)
Findings end of spring for departments, end of July for programs.
Action plan – October 1st of next year 2017

Submitted by:
Susan Cress
9-13-16