



MINUTES OF MEETING
University Assessment Committee

Date: December 6, 2019

Chairperson: Lori O'Malley

Place: BH 126

Time Beginning: 10:04 am **Time Adjourning:** 10:58 am

Members Present: David Bath, Stephanie Jones, Matthew Oberrieder, Lori O'Malley, and Craig Zimmermann,

Ex-officio Members Present: Mary Millikin

Members Absent: Bryce Brimer, Heba Eldoumi, Tetyana Kyrlova, Kirk Voska, and Holly Kruse

Guests Present: None

TOPIC	DISCUSSION	ACTION
Members Present	There were not enough members present to make a quorum.	There would be no votes on any of the agenda items.
New Business		
Reports & Announcements	Allied Health Programs peer review was done on November 11 th . There was no actual review just a discussion of best practices. Business Program peer review was done on November 15 th . It was a productive meeting with concerns being appropriately addressed. Changed from the Business Department are expected to be made according to the peer review. Nursing, Justice & Technology Department peer reviews still to be determined.	No action.

TOPIC	DISCUSSION	ACTION
Old Business		
Co-Curricular Assessment	Still waiting to hear about co-curricular assessment issues when the VP of Student Affairs is in place. The VP should be in place by the Spring semester so these issues can be addressed.	No action.
Assessment Training	Brief discussion about assessment training being made a micro-certification for participants. There was a discussion about topics to be included in the assessment training, such as, forms, resources, the assessment process, weaknesses of assessment, SLRs, and best practices. Also a brief discussion about other training topics.	No action was taken but members present were positive about the training.
Prior Meeting Minutes	There was a discussion regarding corrections on November 1 meeting minutes.	Stephanie Jones would make corrections and email to Lori O'Malley so that minutes could be emailed for approval vote.
Next Meeting	February 7, 2019; 10:00am in BH 126.	
Adjournment	There was no formal motion to adjourn meeting.	Meeting ended at 10:58 am.

Minutes scribed by Stephanie Jones 12/9/2019