**Meeting Minutes 11/9/22**

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**Assessment Committee Meeting**

**3:30 pm – 4:30 pm**

**Location: Webex**

**In attendance: Jennifer Ort (Chair), Sharon Young (recorder), Jerry Wilcox, Becky Hall, Patrick Hull, Brian Vernon, Walter Cramer, and Lai Vo**

**Not Attending: Thomas LaPorta**

1. Old Business
	1. Meeting Minutes from 10/12/22 were accepted.
2. New Business
	1. The Committee should review all the links in the www.wcsu.edu/assessment page specifically, the institutional plan and the busy person’s guide to assessment. Websites can be downloaded to PDF via Adobe Acrobat and then converted to Word to edit. The landing page should also be addressed. J. Ort has assigned portions of the website for members to review.
		1. J. Wilcox will look at the institutional plan
		2. B. Vernon will review Part 1 and W. Cramer will review Part 2 of the Busy Person’s Guide page.
		3. L. Vo will review Evidence of student learning
		4. S. Young will update the accredited programs and resources page
		5. P. Hull will review institutional learning objectives
	2. The Assessment Committee minutes should be uploaded to the web page.
	3. A survey should be considered to gather faculty opinions about what assessment supports they might need.
	4. A calendar of assessment tasks could be developed to guide the committee.
	5. Department annual reports should be updated to reflect our assessment objectives and the need for evidence that supports our assessment processes.
	6. The committee should work with the department chairs to help them with the assessment process as well as doing trainings for faculty.
	7. The role of the assessment committee and the Office of Institutional Research was discussed.
	8. The next meeting will be held on Thursday, December 15th at 3:00 on Webex.
3. The meeting was adjourned at 5 pm.