**Minutes: October 9, 2024**

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**Assessment Committee Meeting**

**3:00 pm – 4:30 pm**

**Location: Teams**

**Attendees:** John Osae-Kwapong, Antonia Giannakakos-Ferman, Jerry Wilcox, Howell Williams, Kelli Custer, Patricia Cumella, Shawn McCarthy, Elise Budnick

Quorum was met.

**Meeting Start 3:01 pm**

1. Accept minutes: Minutes were provided to committee members during the meeting and will be voted on at the next meeting.

**Old Business**

1. Elect New Co-Chair: Antonia Ferman was the sole nominee for Co-Chair and accepted the position.
2. Meeting minutes: Minutes will be taken by all members of the committee on an alphabetical rotating basis.

**New Business**

1. Approval of the By-laws:
   * John suggested that the committee hold a vote for the by-laws
   * Elise pointed out that there had not been any discussion of the by-laws.
   * The committee decided to hold a discussion via email and hold a vote by email next week.
   * Antonia provided a detailed explanation of the history of the committee and its continued existence. She pointed out that NECHE has requested improved assessment of university learning objectives and general education learning objectives. She also described the activities of the committee during the early part of AY 2023-2024. The Committee went on hiatus during the spring semester as the Senate debated the dissolution of the Committee.
   * Antonia added the meeting minutes from May 22, 2024, to the Teams folder.
2. Meeting Time:
   * The former meeting time of the fourth Wednesday of the month no longer works for this committee. Antonia will send out a scheduling poll to establish a regular meeting time for the committee.
3. NECHE Blueprint
   * John described the work of the NECHE Educational Effectiveness Committee which will hold their first meeting next week.
   * Elise asked how the work of the two committees would relate. John stated that the work of the Educational Effectiveness Committee will be informed by the Assessment Committee. According to John, we will address how we consider the evidence we collect based on comments by the NECHE visiting team.
4. Motion to Table:

Patricia informed the group that in keeping with Robert’s Rules, the Committee must table a motion to vote for the By-laws. Patricia motioned and Antonia seconded. The committee will vote next month.

1. Meeting Adjourned 3:35 pm

Note: 10/10/24 The chair, after reviewing the current Bylaws, the Senate Bylaws and Roberts Rules of Order, determined the originally discussed timeline for reviewing, discussing, and approving the Bylaws will be followed.