Name of Committee or Group: Assessment Committee

Date of Meeting: Friday, February 21, 2014 in Fireside Lounge

Time of Meeting: 9:00am

Individuals Present: Rebel Jay, Heidi Bulfer, Brad Bennett, Matt Perdue, Kassandra Baker

Individuals Absent: Tenley Ortiz, Shanda Mattix

Purpose of Meeting: Monthly Meeting

In the box below, describe agenda items that were discussed and decisions made with appropriate rationale:

Old Business
1. Heidi is pulling the resource request information from the assessment system for Greg Nichols to review. We need to make sure resource requests are being tied to the budget.
2. Discuss the student representatives – Welcome to Kassandra Baker (CCC Sophmore)!

New Business
1) Welcome Matt Perdue and summarize the CCC Assessment progress
   a. Discuss the importance of incorporating outreach assessment
      1) Matt wants to dramatically increase outreach instructor participation in assessment
      2) Matt is going to travel around to the outreach centers in Spring 2014 to stress the importance of assessment
      3) Committee will discuss further actions to help Matt with this project
   2) Discuss the flow chart for the program level assessments
      1) Create flow charts and matrix for each program
      2) Sent out the program level assessment flow chart/matrix to faculty for review
   3) Discuss assessment items that should be posted on the website
      1) Add the Program Level Assessments for the last 2 years to the website

In the boxes below, record any action items that resulted from the meeting, who is responsible for completing the action and the expected completion date.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send resource request information to VP of Academic Affairs</td>
<td>Heidi Bulfer</td>
<td>March 1st, 2014</td>
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<tr>
<td>Find out number of Faculty (on-campus and outreach) that do assessment each semester</td>
<td>Heidi Bulfer</td>
<td></td>
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<tr>
<td>Prepare and post program level assessments to the website</td>
<td>Heidi Bulfer &amp; Chelsea Funk</td>
<td>March 1st, 2014</td>
</tr>
<tr>
<td>Stress the importance of assessment for outreach instructors</td>
<td>Matt Perdue</td>
<td>Continuous</td>
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</tbody>
</table>

In the boxes below, record the Plus/Delta for the meeting (Plus = those things that made the meeting successful; Delta = those things that could have been improved)

<table>
<thead>
<tr>
<th>Plus:</th>
<th>Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Discussion!</td>
<td></td>
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Submit completed form electronically.