

**MINUTES**  
**ASSESSMENT COMMITTEE**

Friday, February 11, 2011 - Lincoln Room – 2:00 p.m.

Present: Donna LaLonde (chair), Melodie Christal, Joanne Altman, Yvette Jenkins, Kandy Ockree, Kelley Weber, and CJ Crawford (administrative support). Absent: Nancy Tate, Denise Ottinger, Jane Carpenter, Pamela Erickson, Gillian Gabelman, Vickie Kelly, Jay Memmott, Kathy Menzie, Danny Wade, and Lucas Mullin.

The minutes from December 10 were approved.

**PROGRAM REVIEW**

Donna said that the Program Review Process is going well.

**STUDENT LEARNING OUTCOMES ASSESSMENTS DOCUMENT REVISIONS**

The committee members talked about possible revisions to the Student Learning Outcomes Assessment document. CJ will make the revisions and send a draft to Donna and Joanne for final review. The goal is to make the document easier to understand and complete.

**SPRING WORKSHOP**

The spring workshop is scheduled for Friday, March 4. The plan is for the liaisons to sit in groups with their committee mentors and have the opportunity to work together and plan ahead for the Annual Assessment Reports. It will be a working lunch.

The meeting adjourned.