**Administrative Assessment Coordinating Committee**

**(AACC)**

**January 28, 2020 –11:30am-12:30pm**

**Hepburn 103**

Present: Jennifer Aitken, Nurdan Aydin, Jodi Bailey, Tamara Cunningham, Maria Espino, Sue Gerber, Paul Sunda, Cheryl Swider

**Minutes:**

1. Assessment Process

Discussion ensued surrounding;

1. the impetus for the formation of the committee
2. evaluation vs assessment to allow for continuous improvement
3. task vs goal
4. turn-key assessment training
5. Member Responsibility
6. Meet with and educate key constituents within divisions on the assessment process and the utilization data to inform decision making
7. Provide training on assessment to educate others
8. Review submissions by department; examine results, develop action plans based on results and identify timelines for implementation together with key personnel
9. Future Meeting Dates
10. AACC next meeting February 12, 2020, 10am
11. Three members to meet on January 29,2020 to discuss and review the administrative assessment process utilizing Tk20

**Adjourned 12:20 pm**

**Respectfully Submitted**

Cheryl Swider