

AGENDA/MINUTES

ULM SOP Assessment Committee		Date: 12/06/2017	
MEMBERS: Gina Craft (liaison), Laurel Sampognaro (chair), Taylor Ashworth, Kevin Baer, Jessica Brady, Karen Briski, Jill Comeau, Jeffery Evans, Liz Lafitte, Savannah Parker, Mary Rhea, Connie Smith, Greg Smith, Jamie Terrell, Kayla Trahan, Michelle Zagar		MEMBERS ABSENT: Kevin Baer, Karen Briski, Jill Comeau, Jeffery Evans	TIME CALLED TO ORDER: 1:00 PM TIME ADJOURNED: 1:50 PM
AGENDA ITEM	DISCUSSIONS/CONCLUSIONS	RECOMMENDATIONS/ACTIONS WHAT/WHEN/WHO	PRESENTER
1. Approval of Nov meeting minutes	<ul style="list-style-type: none"> Greg Smith was absent – minutes updated The committee voted to approve the minutes from the November meeting. 	<ul style="list-style-type: none"> 	Sampognaro
2. What constitutes assessment in your area?	<ul style="list-style-type: none"> Faculty Development This update and discussion needed the presence of department chairs who were not able to be at the meeting. 	<ul style="list-style-type: none"> Agenda item was tabled and will be on the January 2018 agenda. 	Zagar
3. Exam item analysis policy discussion	<ul style="list-style-type: none"> Jamie/Rhea – move to accept revised policy – unanimous After discussion, the committee unanimously voted to accept the revised policy (Terrell/Rhea). 	<ul style="list-style-type: none"> The policy will be sent to PAC for approval and then to the faculty at the next quarterly meeting. 	Sampognaro
4. Root Cause Analysis	<ul style="list-style-type: none"> This will be the focus of our January 2018 meeting. 	<ul style="list-style-type: none"> 	Sampognaro/Craft
5. CQI	<ul style="list-style-type: none"> After discussion, it was agreed upon that the Curriculum Committee will provide a biannual report (February and June) to the Assessment Committee including any curricular review issues. 	<ul style="list-style-type: none"> 	Smith