

**Meeting 04 – Day, 03/26/19 | 2PM-3PM | Y-151**

**Members in Attendance:**

Clifford Wilson	Yolanda Simmons	Michael Kazarinov
Jennifer Thompson-Watson	Cindy Carlson	Naima Dawson

**Others in Attendance:**

- **Item 1**
  - Work to ensure all goal sheets and common assessments are in by the end of the semester. Data collection should also be complete and data analysis should be started, if not completed.
- **Item 2**
  - Data Reporting
    - Reviewed Data process sheet and example text (a copy will be sent to all liaisons)
    - Each discipline should fill this out with reference to their goal sheet.
- **Item 3**
  - Don't forget to fill out your time and effort sheets by the end of the semester
  - Reviewed report form for liaisons. Fill out the first page and the first question on the second page (questions I through V). Question VI requires information that may not be available until the fall for some disciplines, the document can be updated then.
  - Question VII references last year's common assessment and for most departments it cannot be answered this year but should be addressed in future years
  - Return distilled feedback from program review rubrics and return the rubric hard copies to Dr Carlson

• **Action Items/Next Steps**

ACTION ITEM	WHO'S RESPONSIBLE?	DUE DATE
Make sure all disciplines are aware of the data reporting requirement	Liaisons	ASAP
Time and effort sheets	Liaisons	End of the semester
Distill Program Review Rubric Feedback	Liaisons	End of the semester
Fill out narrative report	Liaisons	End of the semester
Email copies of data report form and narrative report to all liaisons	Cindy Carlson	4/26

- **NEXT MEETING = Fall Semester**