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| [Donnelly College](http://www.donnelly.edu/) | **Assessment Council Meeting**  Tuesday Sept. 15, 2020  2 – 3:00 AM  F2F/Remotely vis MS Teams |

*Meeting Minutes: Sept. 15, 2020*

***Present:***  *Mary Pflanz, Laura McKnight, Melissa Lenos, Tyler Johnson, Richard Wallace, Jennifer Bales, Megan Jordan, Ana Maradiaga, Aruna Rao, Patricia Palmietto, Katy Siebert, Lisa Stoothoff, Gretchen Meinhardt, Joe Multhauf*

***Regrets:*** *Jennifer Bales, Amanda Crowe*

Richard Wallace called the meeting to order at 2:03 PM and Lisa Stoothoff offered an opening prayer.

Megan Jordan moved to approve the agenda; Gretchen Meinhardt seconded the motion. The agenda was modified to move item #7 to the next meeting. The agenda was approved with a voice vote.

Laura McKnight moved to approve the minutes from the meeting of July 22, 2020; Megan Jordan seconded the motion. The minutes were approved with a voice vote.

Richard and Patty explained the format for the Assessment Council going forward. We will still be meeting twice a month with the first meeting of the month mostly dedicated to assessment and any leftover curriculum items that need to be handled. The second meeting of the month will be mostly curriculum with any left over assessment items that need to handled.

Richard went over the notes provided from the post Assessment Day meeting. Upon discussion it was determined that we are missing some of the notes from the small group discussions. There were some notes available from the 8/19 meeting, but we will need the rest in order to have consideration of everything that was discussed from that day. The meeting notes provided also did not include any action items. In order to pull tangible data from the posters, it was suggested that the next meeting on 10/6/20 be held in 119, where the posters are on display, to pull together an action item list based on the information on the posters.

Richard reviewed the additional course of OL483 with the group. This is a class to correct the OL481 1 credit course and give students the opportunity to complete degree with independent study. Megan Jordan moved to approve the course; Ana Maradiaga seconded the motion. The course was approved with a voice vote.

Based on the meeting from July, Yvonne indicated that the charter would need to be looked at again by the committee. That will be done at the next meeting, time permitting.

Reminder that all assessment data is due by 9/28/20.

A motion to adjourn was made by Ana Maradiaga and seconded by Megan Jordan. Motion carried by voice vote.

Meeting was adjourned at 2:24 PM

Respectfully submitted by Patty Palmietto 9/15/2020