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| [Donnelly College](http://www.donnelly.edu/) | **Assessment Council Meeting**  Tuesday Oct. 6, 2020  1:30-2:30 Rm. 119  F2F/Remotely vis MS Teams |

*Meeting Minutes: Oct. 6, 2020*

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

***Regrets:*** *Jennifer Bales, Lisa Stoothoff, Tyler Johnson*

Patty Palmietto called the meeting to order at 1:33 PM and Laura McKnight offered an opening prayer.

Ana Maradiaga moved to approve the agenda; Katy Siebert seconded the motion. The agenda was modified to move item #s7, 8, and 9 to the next meeting. The agenda was approved with a voice vote.

Melissa Lenos moved to approve the minutes from the meeting of Sept. 15, 2020; Ana Maradiaga seconded the motion. The minutes were approved with a voice vote.

Patty lead the discussion over Assessment Day Poster Session and how we should proceed with the event in the future. It was discussed that we change the questions from Assessment Day into Action Item statements instead of questions. The group discussed that the Poster Session be themed so that every department is providing information over the same topic and not just information from individual departments. It was determined that, as a college, we could focus on the common theme of “Service Learning” to include ALL departments (Financial Aid/Business Office, Alumni/Advancement) and that the language be changed from “Community Engagement” to “Civil Engagement

Patty went over the Charter for Assessment Council/Committee. The Charter will be emailed for review and notes can be given by AC members on any suggested changes at the next Assessment Council meeting. It was noted that we should look at Membership with the Assessment Council being split between Assessment and Curriculum. The Curriculum Sub-committee should include faculty members from all departments.

Reminder that all Assessment Plans should be submitted.

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

Meeting was adjourned at 2:28 PM

Respectfully submitted by Richard Wallace 10/9/2020