

**Assessment Committee**  
**Tuesday, September 3, 2019 12:20 to 1:15 pm**  
**Room: TLC**

**A G E N D A**

- I. Call to Order & Agenda Review (P. de Haan)
- II. Approve Minutes from 5/7/19 (P. de Haan)
- III. Confirm Membership and Meeting Schedule for 2019-20 (P. de Haan)
  - A. Introductions (All)
- IV. Training (P. de Haan)
  - A. Review the liaison job description
  - B. Review the workflow document (purpose and how to complete)
  - C. Use OneDrive for shared documents
  - D. Review assessment timeline
  - E. Review check lists
- V. Discuss current status of fall assessments in each dept
- VI. Share ILO Calendar and Discuss plans for Quantitative Reasoning
- VII. Any Departmental trainings?
- VIII. Review Assessment Cycle map
- IX. Other/Announcements
- X. Adjourn