

MEMORANDUM

TO:

Jacob Held
Laura Niswonger
Leah Horton
Donna Wake
Olcay Kursun

Mark Reavis
Misty Booth
Stacy Lom

FROM: Jacob Held, Chair

DATE: September 9, 2020

SUBJECT: Academic Assessment Committee Meeting

The Academic Assessment Committee will meet on Thursday, September 10, 2020 at 1:30 pm virtually. The following items will be discussed:

1. What time and day works best for standing meetings for the AY 2020-2021
2. Review the shared drive
3. Review the assessment template and rubric
4. Review the "Taskstream Basics" document
5. Adjourn