

MEMORANDUM

TO:

Jacob Held
Laura Niswonger
Leah Horton
Donna Wake
Susan Myers
Michael Hancock

Misty Booth
Stacy Lom
Kari Naylor

FROM: Jacob Held, Chair

DATE: August 28, 2024

SUBJECT: Academic Assessment Committee Meeting

The Academic Assessment Committee will meet Thursday, September 5, 2024 at 11:00 am in Wingo Hall 214. The following items will be discussed:

1. Approval of the May 10, 2024 minutes.
2. Establish a day and time to hold standing meetings.
3. Adjourn.