

# MEMORANDUM

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TO:

Jacob Held  
Leah Horton  
Donna Wake  
Susan Myers  
Nelle Bedner Runge

Misty Booth  
Taylor Horton  
Kari Naylor

FROM: Jacob Held, Chair

DATE: August 27, 2025

SUBJECT: Academic Assessment Committee Meeting

The Academic Assessment Committee will meet Tuesday, September 9, 2025 at 1:00 pm in Wingo Hall 214.  
The following items will be discussed:

1. Approval of the April 28, 2025 minutes.
2. Review the MS degree for Instructional Technology (ITEC) assessment plan
3. Review the MFA assessment plan for Creative Writing.
4. Review the clarification/justification for the Communication assessment plan
5. Establish a date and time for standing monthly meetings.
6. Adjourn