

**Evaluation & Assessment Committee  
Minutes  
January 13, 2017**

Present: Jim Bisgard, John Hudelson, Marty Blackson, Martin Kennedy and Terry Wilson

Absent: Michael Johnson

Guest(s): None

Meeting was called to order at 1:06 p.m.

John moved to accept the December 2, 2016 minutes. Marty seconded and minutes were approved.

The committee discussed the changes to the Evaluation for Associate Provost for AAPA. John suggested adding the word successfully coordinates the assessment... to #4.

5. The Associate Provost for AAPA clearly reports the finds to the university at large.

6. In making decisions, the Associate Provost for AAPA incorporates appropriate faculty input.

7. The Associate Provost for AAPA makes decisions that promote excellence in the university's academic standards.

The committee decided they will not be doing an evaluation for Anne Cubilé.

Letter to academic administrators - The committee reviewed the draft letter and provided changes

Plan for meeting with Dr. Jungblut

The committee does want Tom Henderson at this meeting. The questions the committee decided on are: How do we get assessment buy in? How SEOIs should be used? How do we increase SEOI response rates? Flexibility of system? Weakness of the SEOIs?

Next meeting have Bernadette Jungblut, Tom Henderson and Ryan Zimmerman.

Meeting adjourned at 2:24 p.m.