Present: Drs. John Harer, Al Jones, Jami Jones & Barbara Marson

**Introduction:** John explained the purpose of the committee. The committee is seen as a means for reviewing and evaluating assessment activities of the program. The committee will plan for the use of the assessment data to improve the program. The intent is for the committee to meet at least twice a year to review and evaluate assessment data gathered and make recommendations to the program for improvements in curriculum, programs, and policies of the degree program.

**Brainstorm projects/initiatives of the committee:**

Jami suggested that we review assessment discussions from the minutes of other committee meetings. These could then be used, after analysis, for improving the program’s various components.

The committee also discussed the kinds of assessment data sources we needed to identify and that the data from these sources should be loaded onto our website for public consumption. These included:

- The unit assessment report (annual report due the COE Office of Assessment, Accreditation and Data Management for SACS review)
- Exit Surveys
- Contact the Graduate School to determine what assessment data they gather that the program can use
- Current student survey
- Current alumni survey
- Current employers survey

**Discuss the Employer Survey to be launched in Spring 2017:**

John agreed to redo and relaunch the employer survey that was done for the 2014 accreditation review. John will work with that survey, available on the Qualtrics site, to revise as needed and then launch it again in Spring, 2017. Jami suggested that we bring all of the data from this survey to an assessment committee meeting by the end of the year to discuss and determine what use can be made of the data. Barbara suggested that we not overdo the number of surveys we conduct each year. There should be some pacing to make the workload efficient and not over survey our constituents. Barbara suggested we redo each survey every five years.

**Discussion of specific assessment resources:**

- Barbara suggested we rename the label link name for the “alumni survey: from “2001-“ to 2011-2013
• Barbara announced that the 2015-2016 MLS Current assessment report that is under review at the moment should be ready to be available by January 2017
• John noted that there needs to be a date on the “withdrawn student survey” data that is on the assessment page
• John suggested a new survey of students who applied but did not matriculate. It was noted that Dr. Sua received the notifications of withdrawn students and she could send the survey to them
• Barbara suggests we use Task Stream data for assessment. John and Barbara agreed that this data would be useful for curriculum improvements.

Review of Actions to be Taken:
• Barbara and Jami will locate the alumni survey and data and do a new survey in the Fall, 2017 term
• John and Kaye will relaunch the employer survey in the Spring 2017 term
• Barbara will add the Task Stream data to the assessment page
• The committee will plan to create a withdrawn student emailed survey
• The committee saw that creating an assessment structure will be needed to address the 2022 accreditation efforts