MINUTES from COE Summer Assessment Team

September 15, 2011

Unapproved

Present: Cindy Hail, Gerry Moseman, Denise Cunningham, Dennis Kear, Jo Agnew-Tally, Cathy Pearman, Tami Arthaud, Char Berquist, Deanne Camp, Vickie Anderson

1. Minutes:
The minutes from the September 15, 2011 meeting were approved.

2. Approval of the FG thank you letter to participants:
Thank you letters were reviewed and critiqued with 3 changes and Cindy will rewrite and send to each member.

3. Decision regarding gift certificates and drawing for $100 winners:
$10 gift certificate will be from Wal-Mart, since Crowder, West Plains, and Springfield all have access. Cindy has everyone’s SS#, M# and will fill out the purchase orders for MSU. Denise’s Graduate Assistant will work on this for the SAT Team.

The six winners of the $100 gift cards were drawn by six of the members and Cindy will send us the name of the winners.

4. Review of the Final Report: Char
Char Berquist draft report was distributed and everyone was asked to make comments, changes, and suggestions.

She conveyed:
- Valuable information came out of these Focus Groups.
- SAT needs to determine what will be for public reporting and what we will use internally.
- SAT should identify pieces of the report that need revision.

Discussion about the report was held. Everyone congratulated Char for doing such a wonderful job. The Executive Summary was approved for an initial summary report. It was decided that the complete Report, after approval, would be on the COE website, but the transcripts would not be for public use. Dean Kear is confirming the SAT site was migrated to the new web designed site.

General discussion of the process and findings continued. Char recommended hosting focus groups as they are getting ready to leave MSU, then again once they are employed. Dear Kear suggested being more consistent with this report and have fewer focus groups next time.
Gerry Moseman suggested adding tables showing the positives and challenges. He said that the report needed to go to the programs showing our strengths and challenges. He also stated that every participant should be given an Executive Summary.

Cindy stated that each member should read the report and be prepared with revisions and edits for the next meeting.

We will meet Thursday, Sept. 22 to review the complete report and assess the committee’s recommendations. Char will be unable to attend.

5. Final dismissal of SAT:
   Adjourned.

Our next meeting dates are:
Thursdays, September 22 and 29 from 1:00 PM to 2:00 PM, in Hill 314.