MINUTES from COE Summer Assessment Team, September 22, 2011.

Present: Cindy Hail, Gerry Moseman, Deanne Camp, Dennis Kear, Cathy Pearman, Tami Arthaud, Jo Agnew-Tally

Absent: Char Berquist, Denise Cunningham

1. Approve minutes
   The minutes from September 15, 2011 were approved.

2. Summary of the FG thank you letters and gift card work.
   Denise Cunningham’s Graduate Assistant and Cindy Hail have completed all of the paperwork for the gift cards. Teresa Steele is checking on purchase process.

3. Review of the Final Report-feedback to go to Char
   SAT reviewed and made corrections/changes to the draft report. One major decision was to have two separate tables in the report of Strengths and Challenges areas. Gerry Moseman presented a graphic organizer as a possible visual. Cindy will work with Char to include these.

4. Begin list of recommendations to COE Assessment Committee
   A list of recommendations to the COE Assessment Committee will be drafted by the SAT at the next meeting. Notes were kept on items in the report that should be included.

5. Old business
   Minutes from September 15, 2011 were approved.

6. New business
   Cindy will send and explain the changes to the Final Report to Char for her to retype.

The next SAT meeting will be September 29, 2011 in Hill 314, 1:00 P.M. -2:30 P.M.