

Assessment Academy Team

Minutes

Wednesday December 6, 2017

Present: Minute taker failed to note attendance. Minute taker was in attendance.

1. **Minute taker:** Dr. Bell asked for assistance with Minute taking. Alan Matzner offered to assist. Albeit poorly.
2. **Status Reports and Liaison Teams**
 - a. No members present had heard any feedback from programs receiving letters
 - b. Attempt to have Liaison Teams meet with programs in January
 - i. Goal for meeting would be to make sure they understand the status letter and next steps in the process. Attempt to keep momentum in the project.
 - ii. Teams will need to contact programs and set-up meetings. Timing of this could be problematic.
3. **GAP Analysis**
 - a. Jeff/Alan working on survey instrument to get information needed to compile GAP analysis
 - b. Goal to push survey out during Professional Development Day in January 2018.
 - c. Jeff/Alan meeting on December 21, 2017 to work on instrument.
4. **PASL**
 - a. Incorporate changes from St. Bens
 - b. Edit language and consistent naming
 - c. PASL would go to Deans, CIA, and LEP
5. **LEP/CIA Future**
 - a. Quick discussion on Minnesota Transfer Curriculum and LEP changes
6. **Adjourn**